



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Cordé D. Carrillo
Acting Executive Director

March 3, 2009

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE ARCHITECTURAL SERVICES CONTRACT FOR SAN ANGELO PARK
MULTI-PURPOSE CENTER RENOVATION AND ADDITION PROJECT IN
UNINCORPORATED LA PUENTE (DISTRICT 1) (3 VOTE)**

SUBJECT

This letter recommends approval of an Architectural Services Contract with Lehrer Architects to provide design services, prepare construction documents, and perform other related work for the San Angelo Park Multi-Purpose Center Renovation and Addition project, located at 245 S. San Angelo Drive in unincorporated La Puente.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that approval of an Architectural Services Contract for the San Angelo Park Multi-Purpose Center Renovation and Addition project is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action is not defined as a project under CEQA.
2. Approve the award of an Architectural Services Contract (Contract) with Lehrer Architects (Consultant) for the San Angelo Park Multi-Purpose Center Renovation and Addition project located at 245 S. San Angelo Drive in unincorporated La Puente; authorize the Acting Executive Director to use \$521,750 in First District Capital Project funds for this purpose; and authorize the Acting Executive Director to execute the Contract and all related documents, to be effective upon approval as to form by County Counsel and execution by all parties.

3. Authorize the Acting Executive Director to increase the Contract amount up to \$78,262.50, using the same source of funds, to provide for any unforeseen project costs, and to execute all necessary administrative amendments to the Contract following approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award an Architectural Services Contract to provide design services, prepare construction documents, and perform other related work to develop the San Angelo Park Multi-Purpose Center Renovation and Addition project.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Contract will be funded with \$521,750 in First District Capital Project funds, which are included in the Commission's Fiscal Year 2008-2009 budget. A 15 percent contingency, in the amount of \$78,262.50, is being set aside for any needed, unforeseen services, using the same source of funds. A 15 percent contingency is recommended due to the nature of renovation projects and the likelihood of unforeseen conditions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The San Angelo Park Multi-Purpose Center is located at 245 S. San Angelo Drive in unincorporated La Puente. The renovation and addition project will improve the existing 3,600 square foot Center by renovating the existing facility, incorporating green and sustainable design elements, and by adding space and capacity to the Center to accommodate increased programming and community services.

The attached Contract provides for design services through construction document preparation, preparation of plan check submissions and corrections, and assistance during the bidding and construction administration phases.

Should the Consultant require additional or replacement personnel during the term of the Contract, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) program who meet the minimum qualifications for the open positions. The Consultant will contact the County's GAIN/GROW Division for a list of participants by job category.

CONTRACTING PROCESS

On August 24, 2006, the Commission initiated a Request for Statements of Qualifications (RFSQs) inviting interested firms to submit statements to be considered for placement on a pre-qualified list. Notices of the RFSQ were mailed to 212 architectural firms identified from the Commission's vendor list. Announcements also

appeared in eight local newspapers, the County WebVen website and the Commission's website. Sixty-two RFSQs were distributed.

On September 14, 2006, sixteen firms submitted Statements of Qualifications (SOQs). Immediately following the submittal deadline, a selection panel consisting of Commission staff began independent evaluations of the SOQs. Based on staff's threshold and qualifications review, thirteen firms were determined to be qualified to provide services. Commission staff recommended that these firms be placed on a consultant shortlist from which individual firms could be selected to provide services for specific projects. The shortlist was approved by the Executive Director on March 3, 2008, and is valid for two years from that date.

Lehrer Architects was determined to be the most qualified and responsive firm for this project, and was invited to submit a fee proposal and enter into negotiations with the Commission. This resulted in a negotiated fee of \$521,750. The Summary of Outreach Activities is provided as Attachment A.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1) because it involves design activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECT

The proposed Contract will provide design and related services necessary to complete the San Angelo Park Multi-Purpose Center Renovation and Addition project. These improvements will renovate and incorporate green and sustainable design elements into the existing facility, and allow the Center to provide expanded programming and community services to the residents of unincorporated La Puente.

Respectfully submitted,



 CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

A. Newspaper Advertising

Beginning on August 17, 2006, announcements of the RFSQs appeared in the following eight local newspapers:

Dodge Construction News/Green Sheet
Eastern Group Publication
International Daily News
La Opinion

Los Angeles Sentinel
Los Angeles Times
The Daily News
Wave Community newspapers

The announcement of the RFSQs was also posted on the Commission's website and the County WebVen website. Firms were asked to request the RFSQs via email directly through the County's WebVen website or to obtain the RFSQs from the Commission.

B. Distribution of Request for Qualifications

The Commission's vendor list was used to mail out the announcement of the RFSQs to 212 architectural firms, of which 132 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 62 RFSQs were requested and distributed.

C. Statements of Qualifications

On September 14, 2006, a total of sixteen firms submitted Statements of Qualifications, of which ten identified themselves as minority-owned.

D. Review of Statement of Qualifications

From October 2006 to January 2007, a review panel of Commission staff reviewed the Statements of Qualifications and ranked each firm independently. Based on qualifications and experience, Lehrer Architects was invited to submit a fee proposal and enter into negotiations with the Commission, resulting in a mutually agreeable fee of \$521,750.

E. Minority/Women Participation - Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Lehrer Architects, Inc.	Non-Minority	Total: 10 3 minorities 5 women 30% minority 50% women
Cumming LLC (Cost Estimators)	Non- Minority	Total: 168 67 minorities 77 women 40% minority 46% women
John Labib and Associates (Structural Engineer)	Non-Minority	Total: 8 5 minorities 2 women 63% minority 25% women
Glumac (MEP Engineer)	Non-Minority	Total: 21 17 minorities 5 women 80% minority 24% women
Mia Lehrer & Associates (Landscape Architect)	Minority	Total: 21 7 minorities 12 women 33% minority 58% women
VCA. (Civil Engineers)	Minority	Total: 27 23 minorities 8 women 85% minority 30% women

F. Minority/Women Participation - Firms Selected for the Pre-Qualified List, but Not Selected for this Project

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
GA Design	Non-Minority	Total: 11 1 minority 3 women 9% minority 27% women
Gonzalez Goodale Architects	Minority	Total: 43 22 minorities 5 women 51% minority 12% women
Kennard Design Group	Minority	Total: 9 3 minorities 5 women 33% minority 55% women
Pickard Architects	Minority	Total: 17 12 minorities 7 women 71% minority 41% women
Sporano + Mooney Architecture	Minority	Total: 6 2 minorities 2 women 33% minority 33% women

The Commission conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Commission.

The recommended award of the Agreement is being made in accordance with the Commission's policies and federal regulations, and without regard to race, creed, color, or gender.

ARCHITECTURAL SERVICES CONTRACT

This Architectural Services Contract ("Contract") is made and entered into this _____ day of _____, _____, by and between the Community Development Commission of the County of Los Angeles, hereinafter referred to as "Commission", and Lehrer Architects, hereinafter referred to as "Consultant."

RECITALS

1. PURPOSE

The Commission and Consultant desire to enter into this Contract to enable Consultant to provide architectural services to the Commission upon the Commission's issuance of a notice to proceed ("Notice to Proceed") for the project defined below. The purpose of this Contract is to allow the Commission to retain the services of the Consultant to provide design services, and any other services required for the development, expansion and/or rehabilitation and/or construction of the San Angelo Multi-purpose Center project located at 245 S. San Angelo Avenue, La Puente, CA 91746 ("Project").

TERMS AND CONDITIONS

2. TERM

This Contract shall commence as of the day and year first above written and shall remain in full force and effect for the duration of the Project, unless sooner terminated as provided herein.

3. CONSULTANT'S RESPONSIBILITIES

Consultant agrees to perform, in a timely and professional manner, all architectural services and any other services that Consultant is authorized to provide pursuant to this Contract. The specific scope of services ("Services") that Consultant will provide is set for in Attachment B, which is attached hereto and incorporated herein by this reference. Upon issuance of the Notice to Proceed to Consultant, Consultant shall commence providing the Services set forth in this Contract. Each Notice to Proceed shall be incorporated by reference into this Contract. Consultant acknowledges, understands, and agrees that entering into this Contract is not a guarantee that the Commission will issue a Notice to Proceed. Consultant further acknowledges, understands, and agrees that it is entirely possible that the Commission never issues a Notice to Proceed and therefore the Consultant might not provide any Services pursuant to this Contract. The Consultant agrees that all Services performed by the Consultant will be the sole responsibility of the Consultant.

The Consultant's employees and subconsultants identified below are considered essential to the Services to be provided pursuant to this Contract. Prior to diverting or substituting any of the specified individuals, the Consultant shall provide Commission with fifteen (15) days prior written notice and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on this Contract. The Consultant shall make no diversion or substitution of key personnel without the prior written consent of the Commission.

Employees:

Michael B. Lehrer
Robin K. Sakahara
Nerin Kadribegovic
Steve Deyer
Tim Jordan
Travis Frankel
Chika Ito

Subconsultants:

Glumac (Mechanical, Electrical and Plumbing Engineers)
John Labib and Associates (Structural Engineers)
Development Resource Consultants, Inc. (Civil Engineers)
CSI /Chew Specifications (Specification Writing)
Zinner Consultants (Sustainable/Green Consultant)
Mia Lehrer and Associates (Landscape Architect)
Cumming Corporation (Cost Estimating)

4. RESPONSIBILITIES OF THE COMMISSION

The Commission shall provide all necessary information regarding its requirements as expeditiously as necessary for the orderly progress of the Services.

The Commission shall designate the representative authorized to act in its behalf with respect to the Project. The Commission or its representative shall examine documents submitted by the Consultant and shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Services.

The Commission's designated representative authorized to act in its behalf with respect to the Project shall be:

DeAnn Johnson, Director
Construction Management Division
Community Development Commission
4800 E. Cesar E. Chavez Ave.

Los Angeles, CA 90022

The Commission's representative shall examine documents submitted by the Consultant and shall render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Services.

The Commission shall provide the Consultant with any plans, publications, reports, statistics, records or other data or information pertinent to the Services to be provided hereunder which are reasonably available to the Commission. However, their completeness and accuracy cannot be guaranteed. These drawings, plans, publications, reports, statistics, records or other data or information supplied by the Commission are the proprietary and confidential property of the Commission and cannot be transferred or used by the Consultant for any other purpose. The Consultant agrees to safeguard and return this property to the Commission upon completion of the Project.

The Commission shall also work with the Consultant to discover existing site conditions that may affect the order, progress, and cost of the work and Services.

The Commission shall provide information on any previously obtained waivers of local codes, ordinances, or regulations or standards affecting the design of the Project.

5. NOTICE TO PROCEED

The Consultant will perform Services for each phase upon receipt of a written Notice to Proceed from the Commission. The Consultant will only perform the services for the phase(s) identified in the Notice to Proceed.

6. COMPENSATION

The Consultant shall be paid in accordance with the Commission's standard accounts payable system and as further set forth in Attachment A, which is attached hereto and incorporated herein by this reference. To ensure prompt payment, the Consultant must submit a monthly invoice on a form approved by the Commission for services rendered, and this invoice must be approved by the Commission.

There shall be no adjustments to compensation except as authorized in an amendment entered into between the parties pursuant to Section 46 of this Contract. The costs for all services performed by Consultant, that are outside of the scope of services of this Contract or any amendment, shall be borne solely by Consultant.

The Consultant shall have no claim against the Commission for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Consultant after the expiration or other termination of this Contract. Should the Consultant receive any such payment, it shall immediately notify the Commission

and shall immediately repay all such funds to the Commission. Payment by the Commission for services rendered after expiration or termination of this Contract shall not constitute a waiver of the Commission's right to recover such payment from Consultant. This provision shall survive the expiration or other termination of this Contract.

7. PAYMENT SCHEDULE

The Consultant shall submit invoices for compensation for each phase of the scope of Services, in a format approved by the Commission, depicting a detailed, itemized list of actual work completed and total amount due, on a monthly basis. Said compensation shall be considered full and complete reimbursement for all of the Consultant's costs associated with the Services provided hereunder, including, but not limited to, all indirect costs, overhead, and insurance premiums.

Consultant shall have no claim against the Commission for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Consultant after the expiration or other termination of this Contract. Should Consultant receive any such payment, it shall immediately notify the Commission and shall immediately repay all such funds to the Commission. Payment by the Commission for services rendered after expiration or other termination of this Contract shall not constitute a waiver of the Commission's right to recover such payment from Consultant.

8. SOURCE AND APPROPRIATION OF FUNDS

The Commission's obligation is payable only and solely from funds appropriated through the U.S. Department of Housing and Urban Development (HUD), the Board of Commissioners of the County of Los Angeles and, for the purpose of this Contract. All funds are appropriated every fiscal year beginning July 1.

In the event this Contract extends into succeeding fiscal years and funds have not been appropriated, this Contract will automatically terminate as of June 30 of the current fiscal year. The Commission will endeavor to notify the Consultant in writing within ten (10) days of receipt of non-appropriation notice.

9. SUSPENSION AND TERMINATION

9.1 Suspension

Commission, at its convenience, and without further liability except as herein specified, may suspend this Contract, in whole or in part, by written notice personally delivered to Consultant specifying the effective date and extent of the suspension. Consultant shall immediately discontinue all services unless otherwise indicated by Contracting Officer. Upon request of Contracting Officer, Consultant shall surrender within ten (10) days from receipt of said notice, all Documents (as defined in Section 16 below) other

information relative to the Project, whether complete or in progress, as may have been accumulated by Consultant. If no Contract as to expenses and fees can be reached, this Contract may be terminated for the Commission's convenience. In the event the entire Contract is suspended and the period of suspension exceeds one calendar year, this Contract may be deemed, at the Commission's sole discretion, terminated for the convenience of Commission upon written notice to the Consultant.

9.2 Termination for Convenience of the Commission

The Commission reserves the right to cancel this Contract in whole or in part for any reason at all upon ten (10) days' prior written notice to Consultant. In the event of such termination, Consultant shall be entitled to a prorated portion paid for all satisfactory Services, unless such termination is made for cause, in which event, compensation if any, shall be adjusted, in Commission's reasonable discretion, in such termination. In no case shall payment exceed that amount stipulated elsewhere herein for completion of the respective portion or phase of the Project.

Consultant shall surrender and deliver to the Contracting Officer, to the extent requested by Contracting Officer, within ten (10) days from receipt of said request all Documents and other information developed in the performance of this Contract, whether complete or in process, as may have been accumulated by Consultant.

Commission may take over the Services, and prosecute the same to completion by contract or otherwise. Consultant shall not be liable to Commission for any excess costs incurred by Commission in completing the scope of Services of this Contract.

Consultant shall assign the contracts of its consultants and/or their subconsultants to Commission, to the extent requested by the Contracting Officer.

9.3 Termination for Cause and / or Default

This Contract may be terminated by the Commission upon ten (10) days' written notice to the Consultant for cause and/or default (failure to perform satisfactorily any of the Contract terms, conditions and work items) with no penalties incurred upon termination or upon the occurrence of any of the following events:

- A. Continuing failure of the Consultant to perform any Services in a timely and professional manner, or Consultant is not properly carrying out the provisions of the Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Consultant; and should the Consultant neglect or refuse to provide a means for a satisfactory compliance with this Contract, and with the direction of the Commission within the time specified in such notices, the Commission shall have the power to suspend and/or terminate the performance of this Contract by Consultant in whole or in part.

- B. Should the Consultant fail within five (5) days to perform in a satisfactory manner, in accordance with the provisions of this Contract, or if Consultant abandons the Services for more than five (5) days, then notice of deficiency thereof in writing may be served upon Consultant by the Commission. Should the Consultant fail to comply with the terms of this Agreement within five (5) days thereafter, upon receipt of said written notice of deficiency, the Executive Director of Commission shall have the power to suspend and/or terminate the performance of this Contract by Consultant in whole or in part.
- C. Failure on the part of the Consultant to procure or maintain insurance required by this Contract shall constitute a material breach of this Contract upon which the Commission may immediately terminate this Contract.
- D. In the event that a petition of bankruptcy shall be filed by or against the Consultant.
- E. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner the obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the Commission shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, with respect to all finished or unfinished Documents prepared by the Consultant under this Contract, Consultant shall be entitled to receive just and equitable compensation for such that has been satisfactorily completed, subject to the Commission's rights of recoupment, cut-off, and withholding.

9.4 Termination for Improper Consideration

Commission may, by written notice to Consultant, immediately terminate the right of Consultant to proceed under this Contract if it is found that consideration, in any form, was offered or given by Consultant, either directly or through an intermediary, to any Commission officer, employee or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Consultant's performance pursuant to the Contract. In the event of such termination, the Commission shall be entitled to pursue the same remedies against Consultant as it could pursue in the event of termination for cause and / or default by the Consultant.

Consultant shall immediately report any attempt by a Commission officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director of the Commission.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

10. ASSIGNMENT BY CONSULTANT

The Consultant shall not assign its rights or delegate its duties under this Contract, whether in whole or in part, without the prior written consent of the Commission, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, Commission consent shall require a written amendment to this Contract, which is formally approved and executed by the parties. Any payments by the Commission to any approved delegate or assignee on any claim under this Contract shall be deductible, at the Commission's sole discretion, against the claims, which the Consultant may have against the Commission. However, the Commission reserves the right to assign this Contract to another public agency without the consent of the Consultant.

Shareholders, partners, members, or other equity holders of the Consultant may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is affected in such a way as to give majority control of the Consultant to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of the Commission in accordance with applicable provisions of this Contract.

Any assumption, assignment, delegation, or takeover of any of the Consultant's duties, responsibilities, obligations, or performance of same by any entity other than the Consultant, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the Commission's express prior written approval, shall be a material breach of this Contract which may result in the termination of this Contract. In the event of such termination, the Commission shall be entitled to pursue the same remedies against the Consultant as it could pursue in the event of default by the Consultant.

11. CONFIDENTIALITY OF REPORTS

The Consultant shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the Commission.

12. SUBCONTRACTING

The Consultant may subcontract only those specific portions of the Services allowed in the original specifications covered by this Contract. The Consultant shall not subcontract any part of the Services covered by this Contract or permit subcontracted services to be further subcontracted without prior written approval by the Commission.

13. INSURANCE

Without limiting Consultant's indemnifications of the Commission provided in Section 14 below, Consultant shall procure and maintain, at Consultant's sole expense for the duration of this Contract, the insurance policies described herein. Such insurance shall be secured from carriers admitted in California, or authorized to do business in California. Such carriers shall be in good standing with the California Secretary of State's Office and the California Department of Insurance. Such carriers must be approved by the California Department of Insurance and must be included on the California Department of Insurance List of Eligible Surplus Line Suppliers (hereinafter "LESLI"). Such carriers must have a minimum rating of or equivalent to A:VIII in Best's Insurance Guide. Consultant shall, concurrent with the execution of this Contract, deliver to the Commission certificates of insurance with original endorsements evidencing the insurance coverage required by this Contract. If original endorsements are not immediately available, such endorsements may be delivered subsequent to the execution of this Contract, but no later than thirty (30) days following execution of this Contract. The certificates and endorsements shall be signed by a person authorized by the insurers to bind coverage on its behalf. The Commission reserves the right to require complete certified copies of all policies at any time. Said insurance shall be in a form acceptable to the Commission and may provide for such deductibles as may be acceptable to the Commission. Any self-insurance program and self-insured retention must be separately approved by the Commission. In the event such insurance does provide for deductibles or self-insurance, Consultant agrees that it will defend, indemnify and hold harmless the Commission, its elected and appointed officers, officials, representatives, employees, and agents in the same manner as they would have been defended, indemnified and held harmless if full coverage under any applicable policy had been in effect. Each such certificate shall stipulate that the Commission be given at least thirty (30) days' written notice in advance of any cancellation or any reduction in limit(s) for any policy of insurance required herein. Consultant shall give the Commission immediate notice of any insurance claim or loss which may be covered by insurance. Consultant represents and warrants that the insurance coverage required herein will also be provided by any entities with which Consultant contracts, as detailed below. All certificates of insurance and additional insured endorsements shall carry the following identifier: San Angelo Park Multi-Purpose Center Project; 245 S. San Angelo Avenue, La Puente, CA 91746.

The insurance policies set forth herein shall be primary insurance with respect to the Commission. The aforementioned insurance policies shall contain a waiver of subrogation for the benefit of the Commission. Failure on the part of Consultant, and/or any entities with which Consultant contracts, to procure or maintain the insurance coverage required in this Section may, upon the Commission's sole discretion, constitute a material breach of this Contract pursuant to which the Commission may immediately terminate this Contract and exercise all other rights and remedies set forth herein, at its sole and absolute discretion, and without waiving such default or limiting the rights or remedies of the Commission, procure or

renew such insurance and pay any and all premiums in connection therewith and all monies so paid by the Commission shall be immediately repaid by the Consultant to the Commission upon demand including interest thereon at the default rate. In the event of such a breach, the Commission shall have the right, at its sole election, to participate in and control any insurance claim, adjustment, or dispute with the insurance carrier. Consultant's failure to assert or delay in asserting any claim shall not diminish or impair the Commission's rights against the Consultant or the insurance carrier.

When Consultant is naming the Commission as an additional insured on any of the insurance policies set forth herein, then the additional insured endorsement shall contain language similar to the language contained in ISO form CG 20 10 10 01. When any entity with which Consultant is contracting, is naming the Commission as an additional insured on any of the insurance policies set forth herein, then the additional insured endorsement shall contain language similar to the language contained in ISO form CG 20 10 11 85.

Any failure to maintain the insurance required herein, may be deemed, at the sole discretion of Commission, a material breach of this Contract.

A. GENERAL LIABILITY INSURANCE (written on ISO policy form CG 20 10 85 or it's equivalent) including coverage for personal injury, death, property damage and contractual liability with limits of not less than the following:

General Aggregate	\$2,000,000
Products/ Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

The Commission, the Housing Authority of the County of Los Angeles ("Housing Authority"), the County of Los Angeles ("County") (hereinafter collectively referred to as the "Public Agencies"), and each of their elected and appointed officers, officials, representatives, employees, and agents (hereinafter collectively referred to as the "Agents") shall be covered as additional insureds on such policy.

B. WORKERS' COMPENSATION and EMPLOYER'S LIABILITY insurance providing workers' compensation benefits, as required by the Labor Code of the State of California. In all cases, the above insurance shall include Employer's Liability coverage with limits of not less than the following:

Each Accident	\$1,000,000
Disease-Policy Limit	\$1,000,000
Disease-Each Employee	\$1,000,000

C. AUTOMOBILE LIABILITY INSURANCE (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than one million dollars

(\$1,000,000) for each incident. Such insurance shall include coverage of all "owned", "hired", and "non-owned" vehicles, or coverage for "any auto." The Public Agencies and their Agents, shall be covered as additional insureds on such policy.

D. PROFESSIONAL LIABILITY INSURANCE, including coverage for personal injury, death, property damage, and contractual liability in an amount not less than One Million Dollars (\$1,000,000) for each occurrence (Two Million Dollars (\$2,000,000) general aggregate). Said insurance shall be maintained for the statutory period during which the professional maybe exposed to liability. Consultant shall require that the aforementioned professional liability insurance coverage language also be incorporated into its contract with any other entity with which it contracts for professional services.

Consultant agrees that it will require all of the above mentioned insurance requirements be incorporated in its contract with any entity with which it contracts in relation to this Contract, the Services, or in relation to the property or Project that is the subject of this Contract.

14. INDEMNIFICATION

The Consultant agrees to indemnify, defend and hold harmless the Commission and its Agents from and against any and all liability, demands, damages, claims, causes of action, fees (including reasonable attorney's fees and costs and expert witness fees), and expenses, including, but not limited to, claims for bodily injury, property damage, and death (hereinafter collectively referred to as "Liabilities"), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.. Such indemnification language, in favor of the Commission and its Agents, shall also be incorporated in Consultant's contracts with any and all entities, which are providing professional services, with which it contracts. These indemnification provisions shall remain in full force and effect and survive the termination and/or expiration of this Contract. Consultant agrees to require any and all entities with which it contracts to agree to and abide by the above mentioned indemnification requirements in favor of the Commission and its Agents, as applicable to each of them.

15. COMMISSION'S QUALITY ASSURANCE PLAN

The Commission, or its agent will evaluate Consultant's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Consultant's compliance with all Contract terms and performance standards. Consultant deficiencies, which Commission determines are severe or continuing and that may place performance of the Contract in jeopardy, if not corrected, will be reported to the Board of Commissioners. The report will include improvement/corrective action measures taken by the Commission and Consultant. If improvement does not occur consistent with the corrective measure, the Commission

may terminate this Contract, pursuant to Section 9.3, or impose other remedies as specified in this Contract.

A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Contract to evaluate the performance of the Consultant. Based on the assessment of the performance review, as determined by the Commission in its sole discretion, written notification will be given to the Consultant whether this Contract will be terminated at the end of the current year or will be continued into the next Contract year.

16. COMMISSION OWNERSHIP OF DOCUMENTS

All drawings, designs, plans, specifications, notes, data, reports, estimates, summaries and other documents (hereinafter collectively referred to as "Documents") prepared and furnished by the Consultant in relation to this Contract shall become the property of the Commission upon the Commission's written approval of the Documents or upon the prior termination of the Consultant's Services hereunder, and the Consultant shall have no claim of any kind, including without limitation, for further employment or additional compensation as a result of exercise by the Commission of its full rights of ownership and use of the Documents. The Consultant shall retain a record copy for its own files.

17. INDEPENDENT CONSULTANT

The Consultant shall perform the Services as an independent consultant and shall not be considered an employee of the Commission or under Commission supervision or control. This Contract is by and between the Consultant and the Commission, and is not intended, and shall not be construed, to create the relationship of agent, employee, or joint venture, between the Commission and the Consultant.

The Consultant agrees that any claims, liability, damage, or lawsuits resulting from its negligence, including items that are not in compliance with federal, state, or local codes, regulations and laws, will be the sole responsibility of the Consultant.

If the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable and responsible hereunder.

18. EMPLOYEES OF CONSULTANT

Workers' Compensation: Consultant understands and agrees that all persons furnishing services to the Commission pursuant to this Contract are, for the purpose of workers' compensation liability, employees solely of Consultant. Consultant shall bear sole responsibility and liability for providing workers' compensation benefits to any person for injury arising from an accident connected with services provided to the Commission under this Contract.

Professional Conduct: The Commission does not and will not condone any act, gestures, comments or conduct from the Consultant's employees, agents or subconsultants which may be construed as sexual harassment or any other type of activity or behavior that might be construed as harassment. The Commission will properly investigate all charges of harassment by residents, employees or agents of the Commission against any and all Consultant's employees, agents or subconsultants providing services for the Commission. The Consultant assumes all liability for the actions of the Consultant's employees, agents or subconsultants and is responsible for taking appropriate action after the Consultant receives reports of harassment.

19. CONSULTANT'S WARRANTY OF ADHERENCE TO COMMISSION'S CHILD SUPPORT COMPLIANCE PROGRAM

The Consultant acknowledges that the Commission has established a goal of ensuring that all individuals who benefit financially from the Commission through a contract, are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the taxpayers of the County of Los Angeles.

As required by Commission Child Support Compliance Program and without limiting Consultant's duty under this Contract to comply with all applicable provisions of law, Consultant warrants that it is now in compliance and shall, during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

20. TERMINATION FOR BREACH OF WARRANTY TO COMPLY WITH COMMISSION'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Consultant to maintain compliance with the requirements set forth in Paragraph 19, "*CONSULTANT'S WARRANTY OF ADHERENCE TO Commission's CHILD SUPPORT COMPLIANCE PROGRAM*" shall constitute default under this Contract. Without limiting the rights and remedies available to Commission under any other provision of this Contract, failure of Consultant to cure such default within ninety (90) calendar days of written notice shall be grounds upon which Commission may terminate this Contract pursuant to Paragraph 9.3 - and pursue debarment of Consultant, pursuant to Commission Policy.

21. POST MOST WANTED DELINQUENT PARENTS LIST

The Consultant acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Consultant understands that it is County's and Commission's policy to strongly

encourage all Consultants to voluntarily post an entitled "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at Consultant's place of business. The Child Support Services Department (CSSD) will supply Consultant with the poster to be used.

22. INDEPENDENT CONTRACTOR

This Contract does not, is not intended to, nor shall it be construed to create the relationship of agent, employee or joint venture between the Commission and the Consultant. The Consultant's relationship to the Commission is solely as an independent contractor.

23. DRUG-FREE WORKPLACE ACT OF THE STATE OF CALIFORNIA

The Consultant certifies under penalty of perjury under the laws of the State of California that the Consultant will comply with the requirements of the Drug-Free Workplace Act of 1990.

24. SAFETY STANDARDS AND ACCIDENT PREVENTION

The Consultant shall comply with all applicable federal, state and local laws governing safety, health and sanitation. The Consultant shall provide all safeguards, safety devices and protective equipment and take any other needed actions, as its own responsibility, reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of this Contract.

25. COMPLIANCE WITH LAWS

The Consultant agrees to be bound by all applicable federal, state and local laws, regulations, and directives as they pertain to the performance of this Contract, including but not limited to, the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzalez National Affordable Housing Act, 1990, and the 24 CFR Part 85, and the Americans with Disabilities Act of 1990. If the compensation under this Contract is in excess of \$100,000 then Consultant shall comply with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 18579h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

The Consultant must obtain and present all relevant state and local insurance, training and licensing pursuant to services required within this Contract.

Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973

No person in the United States shall be excluded from participating in, be denied the benefits of, or subject to discrimination under this Contract on the basis of age or with respect to an otherwise qualified disabled individual.

Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

During the performance of the Contract, the Consultant agrees to comply with the following federal provisions:

Civil Rights Act of 1964, Title VI (Non-Discrimination in Federally-Assisted Programs)

The Consultant shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973

The Consultant shall comply with the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, which require that no person in the United States shall be excluded from participating in, denied the benefits of, or subject to discrimination under this Contract on the basis of age or with respect to an otherwise qualified disabled individual.

Executive Order 11246 and 11375, Equal Opportunity in Employment (non-discrimination in Employment by Government Consultants and Subconsultants)

The Consultant shall comply with Executive Order 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Consultant will send to each labor union or representative of workers with which he has a collective bargaining Contract or other contract or understanding, a notice to be provided by the agency of the Consultant's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Consultant will furnish all information and reports required by the Executive Order and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Commission and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of Consultant's noncompliance with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Order or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Consultant will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such actions with respect to any subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event the Consultant becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by the Commission, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

Section 3 or GAIN/GROW

Depending on the funding source, the applicable of either Section 3 or GAIN/GROW will apply. If the contract is funded with federal source(s), Section 3 will apply. If the project is funded with a non-federal source(s), GAIN/GROW would apply. If the project is funded with both federal and nonfederal sources, Section 3 would apply.

Section 3 of the Housing and Urban Development Act of 1968, as Amended (if applicable)

The work to be performed under this Contract may be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

The Consultant agrees to send to each labor organization or representative of workers with which the Consultant has a collective bargaining Contract or other understanding, if any, a notice advising the labor organization or workers' representative of the Consultant's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The Consultant agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Consultant will not subcontract with any subcontractor where the Consultant has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

The Consultant will certify that any vacant employment positions, including training positions, that are filled (1) after the Consultant is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Consultant's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract.

Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

OR

Greater Avenues for Independence (Gain) Program and General Relief Opportunity for Work (Grow) Program (if applicable)

Should the Consultant require additional or replacement personnel after the effective date of this Contract, the Consultant shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Consultant's minimum qualifications for the open position. The Consultant shall contact the County's GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.

26. FEDERAL LOBBYIST REQUIREMENTS

The Consultant is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Consultant must certify in writing on the Federal Lobbyist Requirements Certification form that they are familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Consultant will comply with the Lobbyist Requirements.

Failure on the part of the Consultant or persons/subcontractors acting on behalf of the Consultant to fully comply with the Federal Lobbyist Requirements may be subject to civil penalties.

27. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Consultant shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

28. USE OF RECYCLED-CONTENT PAPER PRODUCTS

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Consultant agrees to use recycled-content paper to the maximum extent possible on the Project.

29. CONSULTANT RESPONSIBILITY AND DEBARMENT

- A. A responsible Consultant is a contractor, consultant, vendor, or operating agency who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the policy of the Commission, Housing Authority, and County to conduct business only with responsible Consultants.
- B. The Consultant is hereby notified that if the Commission acquires information concerning the performance of the Consultant on this or other contracts which indicates that the Consultant is not responsible, the Commission may, in addition to other remedies provided in this Contract, debar the Consultant from bidding or proposing on, or being awarded, and/or performing work on Commission contracts for a specified period of time, which generally will not to exceed five years, but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing contracts the Consultant may have with the Commission.
- C. The Commission may debar a contractor, consultant, vendor or operating agency if the Board of Commissioners finds, in its discretion, that the Consultant, consultant, vendor, or operating agency has done any of the following: (1) violated any term of a contract with the Commission, Housing Authority, or County, or a nonprofit corporation created by the Commission, Housing Authority, or County (2) committed any act or omission which negatively reflects on the its quality, fitness or capacity to perform a contract with the Commission, Housing Authority, or County or any other public entity, or a nonprofit corporation created by the Commission, Housing Authority, or County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the Commission, Housing Authority, County, or any other public entity.
- D. If there is evidence that the Consultant may be subject to debarment, the Commission will notify the Consultant in writing of the evidence, which is the

basis for the proposed debarment and will advise the Consultant of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Consultant and/or the Consultant's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Consultant should be debarred, and, if so, the appropriate length of time of the debarment. The Consultant and the Commission shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Commissioners.
- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contract Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. If a Consultant has been debarred for a period longer than five years, that Consultant may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The Commission may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Consultant has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the Commission.
- H. The Contractor Hearing Board will consider a request for review of the debarment determination only where (1) the Consultant has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed

decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- I. These terms shall also apply to subcontractors and subconsultants of County, Commission, or Housing Authority contractors, consultants, vendors and operating agencies.

30. COMPLIANCE WITH JURY SERVICE PROGRAM

Unless the Consultant has demonstrated to the Commission satisfaction either that Consultant is not a "Contractor" as defined under the Jury Service Program or that Consultant qualifies for an exception to the Jury Service Program, Consultant shall have and adhere to a written policy that provides that its Employees shall receive from the Consultant, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the Employee's regular pay the fees received for jury service.

For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Consultant uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract Contract and a copy of the Jury Service Program shall be attached to the Contract.

If the Consultant is not required to comply with the Jury Service Program when the Contract commences, Consultant shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Consultant shall immediately notify County if Consultant at any time either comes within the Jury Service Program's definition of "Contractor" or if Consultant no longer qualifies for an exception to the Program. In either event, Consultant shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Consultant demonstrate to the County's satisfaction that Consultant either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Consultant continues to qualify for an exception to the Program.

The Consultant's violation of this Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Consultant from the award of future County contracts for a period of time consistent with the seriousness of the breach.

31. ACCESS AND RETENTION OF RECORDS

The Consultant shall provide access to the Commission, the Federal Grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Consultant which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

The Consultant is required to retain the aforementioned records for a period of five years after the Commission pays final payment and other pending matters are closed under this Contract.

32. CONFLICT OF INTEREST

The Consultant represents, warrants and agrees that to the best of its knowledge, it does not presently have, nor will it acquire during the term of this Contract, any interest direct or indirect, by contract, employment or otherwise, or as a partner, joint venture or shareholder (other than as a shareholder holding a one (1%) percent or less interest in publicly traded companies) or affiliate with any business or business entity that has entered into any contract, subcontract or arrangement with the Commission. Upon execution of this Contract and during its term, as appropriate, the Consultant shall, disclose in writing to the Commission any other contract or employment during the term of this Contract by any other persons, business or corporation in which employment will or may likely develop a conflict of interest between the Commission's interest and the interests of the third parties.

33. SEVERABILITY

In the event that any provision herein is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

34. INTERPRETATION

No provision of this Contract is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if drafted by both parties hereto.

35. WAIVER

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision of this Contract shall not be deemed to be a waiver of any other breach of the same or any other provision hereof.

Neither the Commission's review, approval or acceptance of, nor payment for, the Services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Consultant shall be and remain liable to the Commission in accordance with applicable law for all damages to the Commission caused by the Consultant's negligent performance of any of the services furnished under this Contract.

36. PATENT RIGHTS

The Commission will hold all the patent rights with respect to any discovery or invention, which arises or is developed in the course of, or under this Contract.

37. COPYRIGHT

No Documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Consultant. All Documents become the property of the Commission and the Commission holds all the rights to said Documents. The Consultant assumes no responsibility for the use of Documents in whole or in part in connection with Services that is outside the scope of this Contract.

38. NOTICES

The Commission shall provide the Consultant with notice of any injury or damage arising from or connected with services rendered pursuant to this Contract to the extent that Commission has actual knowledge of such injury or damage. Commission shall provide such notice within ten (10) days of receiving actual knowledge of such injury or damage.

The Consultant shall provide the Commission with notice of any injury or damage arising from or connected with services rendered pursuant to this Contract to the extent that Consultant has actual knowledge of such injury or damage. Consultant shall provide such notice within ten (10) days of receiving actual knowledge of such injury or damage.

Notices provided for in this Contract shall be in writing and shall be addressed to the person intended to receive the same, at the following address:

The Commission: DeAnn Johnson, Director

Construction Management Division
Community Development Commission
4800 E. Cesar E. Chavez Avenue
Los Angeles, CA 90022

The Consultant: Michael Lehrer
Lehrer Architects LA
2140 Hyperion Avenue
Los Angeles, California 90027-4708

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. Mail or when delivered in person with written acknowledgement of the receipt thereof. The Consultant and the Commission may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

39. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Consultant shall notify and provide to its employees, and shall require each subconsultant to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Attachment D – Required Contract Notices* of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

40. CONSULTANT'S ACKNOWLEDGMENT OF COMMISSION'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Consultant acknowledges that the Commission places a high priority on the implementation of the Safely Surrendered Baby Law. The Consultant understands that it is the Commission's policy to encourage all Commission Consultants to voluntarily post the Commission's "Safely Surrendered Baby Law" poster in a prominent position at the Consultant's place of business. The Consultant will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The Department of Children and Family Services of the County of Los Angeles will supply the Consultant with the poster to be used.

41. CONSULTANT'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Consultants to complete the Charitable Contributions Certification as included in *Attachment C – Required Contract Forms*, the Commission seeks to ensure that all Commission Consultants that receive or raise charitable contributions

comply with California law in order to protect the Commission and its taxpayers. A Consultant that receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings, or both.

42. REMEDIES

The rights and remedies of the Commission provided for under this Contract are in addition to any other rights and remedies provided at law or in equity. Commission may assert, either during or after performance of this Contract any right of recovery it may have against Consultant by any means it deems appropriate including, but not limited to, set-off, action at law, withholding, recoupment, or counterclaim.

43. RELEASE OF NEWS INFORMATION

No news releases, including photographs, public announcements or confirmation of same, of any part of the subject matter of this Contract or any phase of any program hereunder shall be made without prior written approval of the Commission's Executive Director or designee.

44. CERTIFICATION REGARDING LOBBYING

Consultant is prohibited by the Department of the Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 Code of the Federal Regulations (CFR) 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal agreement, the making of any Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification of said documents.

The Consultant must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subconsultants acting on behalf of the Consultant will comply with the Lobbyist Requirements. The signed County and Federal Lobbyist Certifications submitted with the Contract are incorporated herein.

Failure on the part of the Consultant or persons/subconsultants acting on behalf of the Consultant to fully comply with the Federal Lobbyist Requirements shall be subject to civil penalties.

45. CONTRACT EVALUATION AND REVIEW

The ongoing assessment and monitoring of this Contract is the responsibility of the Commission's Contracting Officer or designee.

46. ENTIRE CONTRACT

This Contract plus Attachments, which are incorporated herein by reference, and any Notices to Proceed subsequently issued pursuant to this Contract, constitute the entire understanding and agreement of the parties. This Contract supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the retention of the Consultant by the Commission and contains all the covenants and agreements between the parties with respect to such retention.

Any modifications or amendments to this Contract shall be invalid and of no force and effect, unless such is in writing and signed by all parties hereto. This Contract includes the following attachments:

- A. Fee Schedule
- B. Scope of Services
- C. Required Contract Forms
- D. Required Contract Notices

/

/

/

/

/

SIGNATURES

IN WITNESS WHEREOF, the Commission and the Consultant, through their duly authorized officers, have executed this Contract as of the date first above written.

COMMUNITY DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS ANGELES

Lehrer Architects LA

By _____
Corde Carillo
Acting Executive Director

By _____
Michael Lehrer
Principal

APPROVED AS TO FORM:
Raymond G. Fortner, Jr.
County Counsel

APPROVED AS TO PROGRAM:
CONSTRUCTION MANAGEMENT DIVISION

By Paul N. Hansen
Paul Hansen
Deputy

By _____
DeAnn Johnson
Director

ATTACHMENT A

FEE SCHEDULE

ATTACHMENT A
FEE SCHEDULE FOR ARCHITECTURAL SERVICES

The Consultant shall be paid as full compensation for the work required, performed, and accepted under this Agreement, inclusive of all costs and expenses, the maximum, not-to-exceed price of \$521,750.00.

Payment for Consultant fee shall be made based on the phases and amounts specified below. These amounts include the cost of all services including those of the subconsultants in this Contract.

Conceptual Design/Schematic Design (18%) \$43,875.00
Design Development (15%) \$36,562.50
Construction Documents (40%) \$97,500.00
Bidding and Construction Administration (22%) \$53,625.00
Record Drawings (5%) \$12,187.50

In addition, allowance for consultant(s), deputy inspections, testing, plan check, building permits, reimbursable items or other required services, subject to Commission review and approval, shall be up to \$278,000.00. The architect may charge an hourly rate at the following rates below. However, these rates must be negotiated and agreed to prior to commencing extra services that is not part of the original contract.

Principal Architect: \$225.00 per hour
Project Architect/Manager: \$150.00 per hour
Staff Architect/Manager: \$125.00 per hour
Draftsperson: \$100.00 per hour
Clerk: \$85.00 per hour

Additionally, any agreement, amendment or combination of amendments that might result in a total adjusted Agreement sum of Fifty Thousand Dollars (\$50,000) or above beyond the authorized contingency amount must first be approved by the Board of Commissioners of the Commission.

ATTACHMENT B

SCOPE OF SERVICES

ATTACHMENT B SCOPE OF SERVICES

1.0 STATEMENT OF WORK

The Community Development Commission (Commission)/Housing Authority of the County of Los Angeles (Housing Authority) is the County's affordable housing and community development agency. The Commission and the Housing Authority help strengthen neighborhoods, empower families, support local economies, and promote individual achievement. The Commission and the Housing Authority maintain many administrative buildings and 72 housing developments that include over 3,600 residential units within the County of Los Angeles.

The Commission is seeking a Consultant to provide Architectural and Engineering services and to perform some and/or all of the following the items listed below as required.

2.0 GENERAL REQUIREMENTS

The Consultant shall perform all architectural and engineering design work as described in Section 3.0 and other services related to or required for the performance of this Contract such as, but not limited to, the items listed below:

- 2.1** Prepare civil engineer's survey (A.L.T.A.) documenting existing site conditions such as site boundaries, dimensions, features, easements, structures, utilities, trees and any other items needed to properly prepare conceptual and technical drawings for the site and building design.
- 2.2** Prepare title reports as needed for preparing surveys.
- 2.3** Contract and coordinate with a marketing / public outreach consultant.
- 2.4** Attend community design presentations and covering community meetings.
- 2.5** Prepare landscape, irrigation and related design.
- 2.6** Prepare on-site and off-site design including parking lot design.

- 2.7** Conduct deputy inspections during construction.
- 2.8** Prepare a detailed design schedule showing how the Consultant will meet the Commission's target deadlines with respect to phases identified in Section 3.0 below.
- 2.9** Provide any other consulting, engineering and/or inspection services required to complete the design and construction of the project.
- 2.10** Provide for the Specific Work Requirements identified in 3.0 below.

3.0 SPECIFIC WORK REQUIREMENTS

3.1 FEASIBILITY AND CONCEPTUAL PLANNING STUDIES

The Consultant shall perform and prepare any feasibility and conceptual planning studies requested as it pertains to the project. This may include, but is not limited to, items such as the following:

- 3.1.1 land use analysis
- 3.1.2 planning studies
- 3.1.3 site analysis
- 3.1.4 zoning research
- 3.1.5 community plan research
- 3.1.6 entitlement research
- 3.1.7 preparing conceptual planning options for sites, parks, open space, street planning, buildings and/or space use
- 3.1.8 graphic planning presentations and/or massing models
- 3.1.9 presenting such studies and findings at various agency meetings
- 3.1.10 need assessments

3.2 ARCHITECTURAL PROGRAMMING PHASE

The Consultant shall solicit programming information from Agency representative(s), proposed user/operator(s), other agents and/or consultant to ascertain design needs, requirements, criteria and constraints. Solicit and coordinate with need assessment consultant(s) to identify needs and to formulate architectural program requirements. This may include, but is not limited to, items such as the following:

- 3.2.1 List and clarify primary users and uses of program.
- 3.2.2 Interfacing with various user groups on multiple levels to solicit programming information and requirements.
- 3.2.3 Identify adjacency and functionality requirements of users and spaces.
- 3.2.4 Preparing user scenarios that show how spaces are used sequentially on a regular basis (for example, daily, weekly, monthly, and yearly basis).

- 3.2.5 Perform site visits of facilities that may serve as a precedent or example of planned facilities.
- 3.2.6 Translate programmatic information into bubble diagrams and conceptual design.

3.3 DESIGN THROUGH PLAN CHECK

The Consultant shall prepare conceptual design, schematic design, design development, working drawings and specifications up to and including full plan check approval, revision of final drawings and specifications for ready-to-bid documents, including, but limited to:.

- 3.3.1. Prepare designs, plans, drawings, calculations, and specifications for the proposed project, including but not limited to all on-site and related off-site work.
- 3.3.2 Meet with Agency representatives, proposed user and operator, and other agents to finalize the design scope of work and intent.
- 3.3.3 Research and review all existing documents and data regarding the site including any available as-built information.
- 3.3.4 Interface with all relevant governmental and other agencies having jurisdiction over this project, and ensure that all of their requirements are addressed in the project design.
- 3.3.5 Perform site investigations to identify above ground structures and/or underground structures/improvements including but not limited to abandoned and/or active utilities and/or easements and/or any other elements or factors that might affect the project.
- 3.3.6 Prepare and present at least three different conceptual designs (site design, park or open space design, building design, and/or space planning design).
- 3.3.7 Present the conceptual designs to multiple audiences which may include agencies such as the following: the Commission, Department of Community and Senior Services, Library Department, Department of Parks and Recreations, Department of Public Works, Board of Supervisors' Offices, proposed user / operator, and other agents. This may include attending community meetings and making presentations to community groups as required.
- 3.3.8 Prepare landscape schemes that incorporate environmentally responsible and easy to maintain plants, shrubs, and trees that are drought tolerant and, when mature, will provide ample shade.

- 3.3.9 Refine one of the conceptual designs chosen most popular through consensus of the interest groups identified above and incorporate salient features from other schemes into one design.
- 3.3.10 Complete schematic design, design development, and construction documents phases.
- 3.3.11 Complete utility usage/load calculations for water, gas, and electrical system, and size new system appropriately.
- 3.3.12 Design the new project, drawn to scale, in AutoCAD 2005 or a newer version of AutoCAD. Include items such as, but not limited to, demolition plans, grading and civil engineering plans; architectural construction drawing and specifications; and calculations; all required consultant drawings including, but not limited to, structural, mechanical, electrical, and plumbing; landscape drawings; calculations for storm water pollution control requirements, filtering requirements and backflow preventers.
- 3.3.13 Contract with and coordinate with furniture, fixture and equipment consultant to design and coordinate all furniture, fixture and equipment.
- 3.3.14 Comply with ADA accessibility requirements.
- 3.3.15 Include site lighting in design, as it pertains to the project.
- 3.3.16 Include new on-site and off-site improvements such as new and rehabilitated parking, sidewalks, curb and gutter, and related improvements as may be required by the local jurisdiction, as it pertains to the project.
- 3.3.17 Incorporate proper drainage and proper interface with existing site features into the design including, but not limited to, curbs, gutters, driveway aprons, other flatwork, art work, and setback requirements; new electrical transformer enclosures; trash enclosures; and any other site structures. Coordinate all site utility elements for all site structures with all utility purveyors. Update design, calculations, and specifications to meet utility requirements.
- 3.3.18 Prepare written recommendations on how to protect and mitigate damage to existing structures and infrastructure while new improvements are constructed.

- 3.3.19 Prepare written specifications in CSI 16-division format, including sample Division 1 specifications to be provided by the Commission's Representative.
- 3.3.20 Prepare final ready-to-bid documents for competitive bidding, fully approvable, code-compliant, plans and specifications within budget and funding deadlines.
- 3.3.21 Provide value engineering services. Consultant acknowledges and understands that it is the Agency's objective to construct the Work as economically as possible without sacrificing design quality. Consistent with this objective, it shall be Consultant's obligation to perform detailed value engineering during each of the design phases, and to make changes as necessary to keep the Contractor's final cost estimate within 10% of the currently established construction budget. To assist with value engineering, the Consultant shall present to Agency alternative designs, engineering, materials, and methods of construction that will reduce costs and the contract time. Failure by Consultant to comply with such obligation may constitute a breach of this Contract. Commission shall have the right, at its sole discretion, to decline to approve and incorporate Consultant's cost reduction alternatives into the Work.
- 3.3.22 Provide reproducible final documents. The Consultant shall cause two (2) sets of prints, specifications, estimates, etc. to be provided to the Agency at all submittal phases including such sets as may be required for plan check agencies and (one) 1 complete set of approved, reproducible construction documents to be delivered for construction solicitation purposes. The cost of reproducing these documents is included in the Consultant's basic fee.
- 3.3.23 Submit drawings at various design phases to the Agency for review and comment. Make corrections following each submission. The design phases are identified below:
- 3.3.23.1 Schematic phase. Prepare conceptual drawings to submit to public agencies such as Building and Safety, Fire Department, Planning Department, and other agencies as required, to identify and confirm all building and site requirements upfront.
 - 3.3.23.2 Design Development Phase.
 - 3.3.23.3 Construction Documents at 50% completion.
 - 3.3.23.4 Construction Documents at 90% completion. Finally, by the due date indicated in the Notice to Proceed, Consultant shall submit all required drawings,

specifications, calculations, and documents for plan check to all authorities having jurisdiction over the project including but not limited to Building and Safety, Fire Department, Grading and Drainage Division, and local Planning departments. Complete all required corrections including those of any subconsultants and coordinate corrections among all disciplines. Prepare and make in-person re-submittals until all authorities having jurisdiction approve all the plans, specifications, and calculations.

3.3.24 Make any and all corrections or changes required by jurisdictions. The Consultant shall promptly make all corrections or changes in the construction documents necessary to obtain approval of the agencies described above for construction, services, and occupancy without additional compensation or reimbursement.

3.3.25 Prepare cost estimates. Consultant shall prepare a written cost estimate on an electronic spreadsheet format program so that "what-if" scenarios and value-engineering options can, if necessary, be considered throughout the design process. Additionally, Consultant shall prepare an ongoing value-engineering list of items with dollar amounts at each design phase that identifies possible options that may help project stay under budget during each design and construction phases. Submit cost estimates in the following format and at the following phases:

3.3.25.1 Conceptual Design. Provide a conceptual cost estimate based on construction type, square footage and cost per square foot for the various conceptual design options.

3.3.25.2 Schematic Design. Provide a conceptual cost estimate based on construction methods, construction type, use, and size, at the conclusion of schematic design.

3.3.25.3 Design Development. Provide a detailed, itemized take-off estimate at the completion of design development.

3.3.25.4 Construction Documents. Provide an updated, detailed itemized take-off estimate at 50% completion of construction documents; and final detailed itemized take-off estimate at 90% completion of construction documents phase (plan check submittal).

3.4 BIDDING PHASE

3.4.1 The Consultant shall assist the with preparation of bid packages.

3.4.2 The Consultant shall attend Pre-bid walk through and answer any

questions.

- 3.4.3 The Consultant shall issue addenda, as needed. Prepare responses and answers to questions raised by bidders.
- 3.4.4 The Consultant shall review bids, review and make a determination on all proposed equals (substitutions), and make on recommendation on bids.
- 3.4.5 The Consultant shall re-bid, if required; including update and revision of bid packages as needed for a second bidding.

3.5 CONSTRUCTION OBSERVATION PHASE

- 3.5.1 The Consultant shall review contractors' change order requests and determine eligibility and reasonableness of items and cost; counter-sign change orders.
- 3.5.2 The Consultant shall conduct periodic observations and provide approval certifications for the work observed.
- 3.5.3 The Consultant shall provide construction administration services including, but not limited to, the following tasks:
 - 3.5.3.1 Attend pre-construction conferences, change order negotiation meetings, and weekly on-site construction progress meetings with contractors, Commission Representatives, Owner's Representative, and Construction Management Representative.
 - 3.5.3.2 Review and comment on all contractors' submittals (response time for each in parentheses) including product data (5 days), shop drawings (5 days), landscape / plant materials (2 days), alternates (5 days), requests for information (1 day), substitutions (5 days), and closeout submittals (5 days). Architect to review and make a determination on all proposed equals, validate the quality of the proposed material, and to solicit the Owner's or Owner's representative's approval on changed materials.
 - 3.5.3.3 Provide written observation reports of work to help assure good workmanship and compliance with specifications, and all applicable codes, and regulations.
 - 3.5.3.4 Prepare, maintain, and update project meeting minutes each week following each weekly construction job site meeting in a format approved by the Owner's representative. Minutes will be prepared or updated following the weekly job site meetings and distributed to

construction team members, including the contractor, Commission, and other team members as required within three business days of the weekly job site meetings.

- 3.5.3.5 Coordinate inspection activities with hazardous material removal consultants, if necessary.
- 3.5.3.6 Conduct inspections to verify that all phases of contractor's work comply with project contract documents and manufacturer's specifications. Report any defective work to the Commission Representatives.
- 3.5.3.7 Document, through issuance of regular, periodic reports, construction activities including all noted and corrected deficiencies observed.
- 3.5.3.8 Verify and co-sign progress payments to ensure Consultant is requesting only appropriate amounts for work-in-place.
- 3.5.3.9 Engage a soils testing lab to take samples, to check soil composition and make recommendations for amendments to promote healthy growth in new plant material. Submit a copy of all testing results to Commission representatives.
- 3.5.3.10 Solicit, review and incorporate changes from the contractor's marked up as-built set into a final as-built set of drawings; then upon project completion, provide one electronic set, one reproducible set, and one bond paper set to the Owner and Owner's representative.

3.5.4 Trouble-shooting

The Consultant shall trouble-shoot and submit written solutions to resolve construction defects and disputes.

3.6 Design Within Funding Limits

The Consultant shall re-design the project to meet the above-named budgetary targets at no cost to the Commission, if the proposed design as bid varies more than 10% above the Commission's budget or more than 10% below the budget.

3.7 Standard of Care

The Consultant shall represent, covenant, and agreed to all of the services to be furnished by the Consultant under or pursuant to this Contract, from the inception of this Contract until the Project has been fully completed, shall be of a standard and quality that prevails among highly qualified and competent architects engaged in architectural practice in the Southern California area under the same or similar circumstances involving the design and construction of a project having characteristics that are similar

to the Project (including without limitation, public nature, comparable scope, quality and schedule ["Professional Standard"]).

Consultant shall accept the special relationship of trust and confidence established between it and Commission by this Contract.

The Consultant shall covenant to design the Project and produce the necessary Construction Documents, and to further the interests of Commission in accordance with Commission's requirements and procedures, in accordance with the Professional Standard and in compliance with all applicable restrictions, laws, codes, and regulations in effect throughout the period that Consultant is performing services under this Contract.

The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Consultant under this contract.

The Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services that do not meet the Professional Standard.

3.8 Project Schedule

The Consultant shall work in accordance with the Project Schedule established in the Notice to Proceed for each project or assignment under this Contract.

The Consultant shall provide monthly updates as needed to track design progress, including design Consultants' progress, using Microsoft Schedule or similar scheduling software. If using other similar scheduling software, the choice of software needs to be approved by the Owner's representative prior to implementing.

4.0 RESPONSIBILITIES

The Commission and the Consultant's responsibilities are as follows:

Commission

4.1 Personnel

4.1.1 The Commission shall monitor the Consultant's performance in the daily operation of this Contract.

4.1.2 The Commission shall provide direction to the Consultant in areas relating to policy, information and procedural requirements.

- 4.1.3 The Commission shall prepare amendments to the Contract in accordance with the Contract.

4.2 Project Manager

- 4.2.1 The Consultant shall provide a full-time Project Manager with an Architectural license from the State of California with at least five (5) years of experience in managing projects of similar size and scope as contained in this Statement of Work.
- 4.2.2 The Consultant's Project Manager shall act as a central point of contact with the Commission, and shall have full authority to act for the Consultant on all matters relating to the daily operation of the Contract.
- 4.2.3 The Consultant shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis. The Project Manager must be available during all hours, 365 days per year.
- 4.2.4 The Consultant's Project Manager shall be able to effectively communicate, in English, both orally and in writing.

4.3 Personnel

- 4.4.1 The Consultant shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for the Consultant in every detail and must be able to communicate effectively.
- 4.4.2 The Commission requires the Consultant, at the Consultant's expense, to conduct background security checks on their employees assigned to the Contract.

4.4 Uniform / Identification

- 4.4.1 The Consultant's employees must wear visible identification when working under the Contract on Commission property. The identification shall be Commission Visitor ID
- 4.4.2 The Consultant's employees must sign in and out at the receptionist desk at the beginning and ending of each workday.

4.5 Materials and Equipment

The Consultant is responsible for the purchase of all materials/equipment to provide the needed services. The Consultant shall use materials and equipment that are safe for the environment and safe for use by the Consultant's employee.

4.6 Training

The Consultant shall provide training programs for all new employees and continuing in-service training for all employees. All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to Cal-OSHA standards.

4.7 Consultant's Office

The Consultant shall maintain an office with a telephone in the company's name where the Consultant conducts business. At least one employee who can respond to inquiries and complaints that may be received about the Consultant's performance of the Contract shall staff the office during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. When the office is closed, an answering service shall be provided to receive calls. The Consultant shall answer calls received by the answering service within two (2) hours of receipt of the call.

4.8 Periodic Meetings

Consultant is required to attend a periodically scheduled meeting. Failure to attend will cause an assessment of fifty dollars (\$50.00).

5.0 HOURS / DAYS OF WORK

Commission office hours are from 8:00 a.m. to 5:00 p.m. Commission offices are closed on the following Holidays:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

6.0 QUALITY CONTROL PLAN

The Consultant shall establish and utilize a comprehensive Quality Control Plan to assure the Commission a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the Commission for review. The plan shall include, but not be limited to the following:

- Method of monitoring to ensure that Contract requirements are being met;
- A record of all inspections conducted by the Consultant;
 - any corrective action taken,
 - the time a problem was first identified,
 - a clear description of the problem,
 - and the time elapsed between identification and completed corrective action,
- The record shall be provided to the Commission upon request.

7.0 QUALITY ASSURANCE PLAN

The Commission will evaluate the Consultant's performance under this Contract using the following quality assurance procedures:

8.1 Performance Requirements Summary (*Exhibit 1*)

The Commission shall use a Performance Requirements Summary (PRS) chart, Technical Exhibit 1, to monitor the Consultant's work performance and efforts to remedy any and all deficiencies throughout the term of this Contract. The chart shall contain, at a minimum, the following:

- Each section of the Contract/SOW referenced and identified;
- The standard of performance (description of the work requirement)
- The method to be used to monitor work performance
- The fees/deductions to be assessed for each service that is not satisfactory

All listings of services used in the PRS are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of the Consultant beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on the Consultant.

When the Consultant's performance does not conform to the requirements of this Contract, the Commission will have the option to apply the following non-performance remedies:

- Require the Consultant to implement a formal corrective action plan, subject to approval by the Commission. In the plan, the Consultant must include reasons for the unacceptable performance, specific steps

to return performance to an acceptable level, and monitoring methods to prevent recurrence.

- Reduce payment to the Consultant by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Consultant to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) days shall constitute authorization for the Commission to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Consultant's failure to perform said service(s), as determined by the Commission, shall be credited to the Commission on the Consultant's future invoice.

This section does not preclude the Commission's right to terminate the contract upon thirty (30) days written notice with or without cause, as provided for in the Contract.

8.2 Periodic Performance Reviews

The Commission will conduct periodic reviews to evaluate the Consultant's performance.

8.3 Contract Deficiency Notice

The Commission will make verbal notification to the Consultant of a Contract deficiency as soon as the deficiency is identified. The problem should be resolved within a time period mutually agreed upon by the Commission and the Consultant.

If resolution of the deficiency does not result from the verbal notification, the Commission will determine whether a formal Contract Deficiency Notice shall be issued. Upon receipt of this document, the Consultant is required to respond in writing to the Commission within five (5) workdays, acknowledging the reported deficiencies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the Commission within ten (10) workdays.

8.4 Commission Observations

In addition to divisional contracting staff, other Commission personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Consultant's performance.

9.0 ADDITION/DELETION OF SERVICES

The Commission reserves the right to add or delete services during the term of the Contract. The Consultant's fees will be adjusted by negotiation between the Commission and the Consultant.

EXHIBIT 1 of ATTACHMENT A
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Conceptual Design (SOW Section 3.0)	Completion of Conceptual Design Drawings	Receipt of final Conceptual Drawings	Withhold payment for that service.
Schematic Design (SOW Section 3.0)	Completion of Schematic Design Drawings	Receipt of final Schematic Design Drawings	Withhold payment for that service.
Design Development (SOW Section 3.0)	Completion of Design Development Drawings	Receipt of final Design Development Drawings	Withhold payment for that service.
Construction and Specifications Documents (SOW Section 3.0)	Completion of Construction and Specification Documents	Receipt of final Construction Drawings (Plan Check Approved)	Withhold payment for that service.
Bidding (SOW Section 3.0)	Completion of Bidding	Receipt of Acceptable Bids	Withhold payment for that service.
Construction Administration (SOW Section 3.0)	Completion of Construction	Receipt of Certificate of Occupancy	Withhold payment for that service.
Other Services	Completion of Specific Services	Receipt of Drawings and/or Documents Evidencing Completion of Services	Withhold payment for that service.

ATTACHMENT C

REQUIRED CONTRACT FORMS

**COMMUNITY DEVELOPMENT COMMISSION
CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXEMPTION AND CERTIFICATION FORM**

The Community Development Commission's (Commission) solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the Commission's Contractor Employee Jury Service Program (Program). All bidders or proposers, whether a contractor or subcontractor, must complete this form to either 1) request an exemption from the Program requirements or 2) certify compliance. Upon review of the submitted form, the Commission will determine, in its sole discretion, whether the bidder or proposer is exempted from the Program.

Company Name:	LEHRER ARCHITECTS		
Company Address:	2140 HYPERION AVE		
City:	LOS ANGELES	State:	CA Zip Code: 90027
Telephone Number:	323 664 4747		
Solicitation For (Type of Goods or Services):	ARCHITECTURAL SERVICES		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program Is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more Commission contracts or subcontracts (this exemption is not available if the contract/purchase order itself exceeds \$50,000). I understand that the exemption will be lost and I must comply with the Program if my revenues from the Commission will exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, is \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

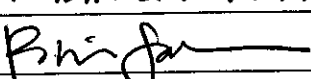
- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II - Certification of Compliance

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: ROBIN SAKAHARA	Title: DIRECTOR OF DESIGN
Signature: 	Date: 17 FEBRUARY 2007

ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Bidder/Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Bidder/Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Bidder/Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Bidders/Proposers unable to meet this requirement shall not be considered for contract award.

Bidder/Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Bidder/Proposer has a proven record of hiring GAIN/GROW participants.

_____ YES (subject to verification by Commission/Housing Authority) X NO


B. Bidder/Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Bidder/Proposer is willing to interview qualified GAIN/GROW participants.

X YES _____ NO

C. Bidder/Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____ YES _____ NO X N/A (Program not available)

Bidder/Proposer Organization: LEHRER ARCHITECTS

Signature: 

Print Name: ROBIN SAKAHARA

Title: DIRECTOR OF DESIGN Date: 2/17/01

Tel.#: 323 664 4147 Fax #: 323 664 3560



CHARITABLE CONTRIBUTIONS CERTIFICATION

LEHNER ARCHITECTS
Company Name

2140 HYPERION AVE LOS ANGELES CA 90027
Address

95-4075174
Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

CERTIFICATION

YES NO

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a Community Development Commission (CDC) and/or Housing Authority contract, it will timely comply with them and provide the CDC and/or Housing Authority a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

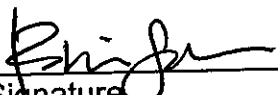
(✓) ()

OR

YES NO

Proposer of Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

() ()


Signature

2/17/09
Date

ROBIN SAKAHARA, DIRECTOR OF DESIGN
Name and Title (please type or print)

CERTIFICATION OF NO CONFLICT OF INTEREST

CONTRACTS PROHIBITED

The Community Development Commission of the County of Los Angeles (Commission), shall not contract with, and shall reject any proposal(s) submitted by, the persons or entities specified below, unless the Executive Director finds that special circumstances exist which justify the approval of such contract:

1. Employees of the Commission for which the Commission is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Executive Director for approval shall be accompanied by an assurance by the submitting division that these provisions have not been violated.

ROBIN SAKAHARA

Print Proposer Name

DIRECTOR OF DESIGN

Print Proposer Official Title



Official's Signature

17 FEBRUARY 2009

Date

CONTINGENT FEE REPRESENTATION AND AGREEMENT

The bidder/proposer represents and certifies as part of its bid/ offer that, except for full-time bona fide employees working solely for the bidder/proposer, the bidder/proposer:

(1) ☐ has, ☒ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☒ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

If the answer to either (1) or (2) above is affirmative, the bidder/proposer shall make an immediate and full written disclosure to the Procurement Officer.

Any misrepresentation by the bidder/proposer shall give the Community Development Commission of the County of Los Angeles/Housing Authority of the County of Los Angeles the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

Authorized Official:

Name: ROBIN SAKAHARA Title: DIRECTOR OF DESIGN

Signature:  Date: 2/17/09

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

LEPPER ARCHITECTS

Vendor's Name

2140 HYPERION AVE LA, CA 90027

Address

95-4075174

Internal Revenue Service Employer Identification Number

GENERAL

The Contractor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America, the State of California, and all local ordinances. The Contractor further certifies that all subcontractors, suppliers, vendors and distributors with whom the Contractor has a contractual relationship are also in compliance with all applicable federal, state and local anti-discriminatory laws.

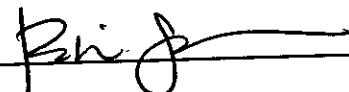
VENDOR'S CERTIFICATION

1. The vendor has a written policy statement prohibiting discrimination in all phases of employment.
2. The vendor periodically conducts a self-analysis or utilization analysis of its work force.
3. The vendor has a system for determining if its employment practices are discriminatory against protected groups.
4. Where problem areas are identified in employment practices, the vendor has a system for taking reasonable corrective action, to include establishment of goals of timetables.

Authorized Official:

Name: ROBIN SAKAHARA

Title: DIRECTOR OF DESIGN

Signature: 

Date: 2/17/01

**FEDERAL LOBBYIST REQUIREMENTS
CERTIFICATION**

Name of Firm: LEHRER ARCHITECTS Date: 17 FEBRUARY 2009

Address: 2140 HYPERION AVE LOS ANGELES

State: CA Zip Code: 90027 Phone No. : 323 664 4147

Acting on behalf of the above named firm, as its Authorized Official, I make the following Certification to the Department of Housing and Urban Development (HUD) and the Community Development Commission, County of Los Angeles:

- 1) No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
- 2) If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
- 3) The above name firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: ROBIN SAKAHARA Title: DIRECTOR of DESIGN
Signature: [Signature] Date: 2/17/09

Community Development Commission of the County of Los Angeles
Organization Information Form

- I. FIRM/ORGANIZATION INFORMATION** Contractors/Vendors are selected without regard to race/ethnicity, color, religion, sex, national origin, age, marital status or disability.

NAME OF FIRM: LEHNER ARCHITECTS

Business Structure: ☒ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit
☐ Franchise ☐ Other (Please Specify) _____

Total Number of Employees (including owners): 9

Distribute the above total number of employees into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
African American						
Hispanic American						
Asian American				1		1
Asian Pacific American						
Native American						
Caucasian	1		1	2	3	
Other _____						

II. MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISE REPRESENTATION

This firm/organization:

- ☐ **is a Minority Business Enterprise.**

"Minority Business Enterprise," as used in this provision means an independent business concern which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members; and whose management and daily operations are controlled by one or more such individuals.

- ☐ **is a Woman Business Enterprise.**

"Woman Business Enterprise," as used in this provision, means an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

- ☒ **is not a Minority or Woman Business Enterprise.**

III. DECLARATION

I declare under penalty of perjury under the laws of the state of California that the above information is true and accurate. I understand that the Commission reserves the right to audit the above information at any time and that I will notify the Commission if there are any changes in this firm's ownership from what is stated on this form.

Print Authorized Name <u>ROBIN SAKAHARA</u>	Authorized Signature <u>[Signature]</u>	Title <u>DIRECTOR OF DESIGN</u>	Date <u>2/17/09</u>
--	--	------------------------------------	------------------------

Community Development Commission of the County of Los Angeles
Organization Information Form

I. FIRM/ORGANIZATION INFORMATION Contractors/Vendors are selected without regard to race/ethnicity, color, religion, sex, national origin, age, marital status or disability.

NAME OF FIRM: JOHN LABIB & ASSOC. STRUCTURAL ENGINEERS

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit
☐ Franchise ☐ Other (Please Specify) _____

Total Number of Employees (including owners): 8

Distribute the above total number of employees into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
African American						
Hispanic American						
Asian American		1	2		1	1
Asian Pacific American						
Native American						
Caucasian			1			
Other <u>NORTHERN AFRICAN</u>	1				1	

II. MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISE REPRESENTATION

This firm/organization:

☒ is a Minority Business Enterprise.

"Minority Business Enterprise," as used in this provision means an independent business concern which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members; and whose management and daily operations are controlled by one or more such individuals.


☐ Is a Woman Business Enterprise.

"Woman Business Enterprise," as used in this provision, means an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

☐ is not a Minority or Woman Business Enterprise.

III. DECLARATION

I declare under penalty of perjury under the laws of the state of California that the above information is true and accurate. I understand that the Commission reserves the right to audit the above information at any time and that I will notify the Commission if there are any changes in this firm's ownership from what is stated on this form.

Print Authorized Name <u>JOHN LABIB</u>	Authorized Signature 	Title <u>PRESIDENT</u>	Date <u>2-17-09</u>
--	---	---------------------------	------------------------

Community Development Commission of the County of Los Angeles
Organization Information Form

- I. **FIRM/ORGANIZATION INFORMATION** Contractors/Vendors are selected without regard to race/ethnicity, color, religion, sex, national origin, age, marital status or disability.

NAME OF FIRM: Glumac

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
Total Number of Employees (including owners): 230 Company Wide, 20 Los Angeles						
Distribute the above total number of employees into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
African American					1	1
Hispanic American			1			
Asian American						
Asian Pacific American	2		3	1	5	
Native American						
Caucasian	1				1	1
Other _____			1			2

II. **MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISE REPRESENTATION**

This firm/organization:

- ☐ is a **Minority Business Enterprise.**

"Minority Business Enterprise," as used in this provision means an independent business concern which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one of more minority group members; and whose management and daily operations are controlled by one or more such individuals.

- ☐ is a **Woman Business Enterprise.**

"Woman Business Enterprise," as used in this provision, means an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

- ☒ is not a **Minority or Woman Business Enterprise.**

III. **DECLARATION**

I declare under penalty of perjury under the laws of the state of California that the above information is true and accurate. I understand that the Commission reserves the right to audit the above information at any time and that I will notify the Commission if there are any changes in this firm's ownership from what is stated on this form.

Print Authorized Name Edwin Lee	Authorized Signature 	Title Managing Principal	Date 02/17/09
------------------------------------	---	-----------------------------	------------------

Community Development Commission of the County of Los Angeles

Organization Information Form

- I. **FIRM/ORGANIZATION INFORMATION** Contractors/Vendors are selected without regard to race/ethnicity, color, religion, sex, national origin, age, marital status or disability.

NAME OF FIRM: Cumming Corporation

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit
☐ Franchise ☐ Other (Please Specify) _____

Total Number of Employees (including owners): 168

Distribute the above total number of employees into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
African American			1			2
Hispanic American					3	6
Asian American			1	1	9	6
Asian Pacific American					6	4
Native American					1	1
Caucasian	5		22	11	65	24
Other _____						

II. MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISE REPRESENTATION

This firm/organization:

- ☐ is a Minority Business Enterprise.

"Minority Business Enterprise," as used in this provision means an independent business concern which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one of more minority group members; and whose management and daily operations are controlled by one or more such individuals.

- ☐ is a Woman Business Enterprise.

"Woman Business Enterprise," as used in this provision, means an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

- ☒ is not a Minority or Woman Business Enterprise.

III. DECLARATION

I declare under penalty of perjury under the laws of the state of California that the above information is true and accurate. I understand that the Commission reserves the right to audit the above information at any time and that I will notify the Commission if there are any changes in this firm's ownership from what is stated on this form.

Print Authorized Name Philip Mathur	Authorized Signature 	Title Director, Cost Mgmt.	Date 02/16/09
--	--	-------------------------------	------------------

Community Development Commission of the County of Los Angeles

Organization Information Form

- I. FIRM/ORGANIZATION INFORMATION** Contractors/Vendors are selected without regard to race/ethnicity, color, religion, sex, national origin, age, marital status or disability.

NAME OF FIRM: VCA ENGINEERS, INC.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit
☐ Franchise ☒ Other (Please Specify) S-CORPORATION

Total Number of Employees (including owners):

Distribute the above total number of employees into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
African American						
Hispanic American			1		2	
Asian American	1				3	
Asian Pacific American						
Native American						
Caucasian						
Other			2		9	7

II. MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISE REPRESENTATION

This firm/organization:

- ☒ **is a Minority Business Enterprise.**

"Minority Business Enterprise," as used in this provision means an independent business concern which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members; and whose management and daily operations are controlled by one or more such individuals.


- ☐ **is a Woman Business Enterprise.**

"Woman Business Enterprise," as used in this provision, means an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

- ☐ **is not a Minority or Woman Business Enterprise.**

III. DECLARATION

I declare under penalty of perjury under the laws of the state of California that the above information is true and accurate. I understand that the Commission reserves the right to audit the above information at any time and that I will notify the Commission if there are any changes in this firm's ownership from what is stated on this form.

Print Authorized Name <u>VIRGIL C. ADANAN, P.E., S.E.</u>	Authorized Signature 	Title <u>PRINCIPAL</u>	Date <u>2/16/09</u>
--	---	---------------------------	------------------------

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name Lehres Architects	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) 2140 HYPERION AVE	Requester's name and address (optional)
City, state, and ZIP code LOS ANGELES, CA, 90027	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
9	1	5	4	0	1	7	5	1
1	7	4						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶ Karen Dattilo	Date ▶ 2/17/09
--------------	--	-----------------------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.





COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles

2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

Dear Supplier/Contractor:

The Community Development Commission (CDC) of the County of Los Angeles gives business enterprises the opportunity to be placed on its Vendor List and notified of upcoming solicitations. Please consider filling out the attached Vendor Application Packet in order to take full advantage of these opportunities. After completing the Vendor Application, W-9 form and Organization Information Form, return them to: Community Development Commission, Attn: Central Services Vendor List, 2 Coral Circle, Monterey Park, CA 91755, or fax to (323) 890-8578, Attn: Central Services Vendor List. For your convenience, you may also access this application online at <http://www.lacdc.org> under "Doing Business With Us – Become a CDC Vendor," or call (323) 890-7339 and request that it be emailed to you.


The CDC is required to comply with the Federal Tax Information Regulations, thus your taxpayer identification number or social security number must be on file via the W-9 "Request for Taxpayer Identification Number and Certification" form that is included in this packet. All information provided will be kept confidential.

Vendors having completed and returned all forms in the Vendor Application Packet will be placed on the CDC's Vendor List and provided with the opportunity to receive requests for quotes, bids or proposals when they become available in their area of expertise. For solicitations over \$25,000, bid or proposal notices are mailed to vendors for the particular services or commodities they offer. Solicitations that are estimated to be less than \$25,000 require a minimum of three quotes that are obtained either verbally or in writing from vendors that are on the Vendor List. It is the policy of the CDC to assure equal opportunity in the award and performance of any contract, to all persons, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.

Additionally, the CDC lists all current open solicitations of \$10,000 or more, on the Internet, at: <http://www.lacdc.org> under "Doing Business With Us – View Open Solicitations."

If you have any questions about how to become a vendor with the CDC or how to access solicitation opportunities online, you may contact Keffenie Beyl, Analyst, at (323) 890-7339. For questions regarding the W-9 form, please contact our Purchasing Department at (323) 890-7330.

Sincerely,


BEN MARTINEZ, Manager
Central Services Unit


KEFFENIE BEYL, Analyst

BM:kb
Attachments

Revised 3/15/07

Strengthening Neighborhoods • Supporting Local Economies • Empowering Families • Promoting Individual Achievement





Community Development Commission of the County of Los Angeles

Vendor Application

To be placed on the CDC's Vendor List, please complete the information as completely as possible and return with the Organization Information Form and W-9 to:

Community Development Commission
Attn: Central Services Vendor List
2 Coral Circle • Monterey Park, CA 91755-7425
Phone: (323) 890-7339 • Fax: (323) 890-8578

FOR OFFICE USE ONLY

Received: _____

Vendor #: _____

Date Entered: _____

Entered By: _____

☒ New Applicant

☐ Update of Company's Information

Name of Company: LEHRER ARCHITECTS

Contact Person: NICOLE KERR

Title: DEVELOPMENT MANAGER

Company Address: 2140 HYPERION AVE
(P.O. Box will not be accepted)

LOS ANGELES CA 90027-2917
City State Zip + 4

Billing Address/Remit To:
(if different from above)

Street City State Zip + 4

Phone Number (323) 664 4747 Fax Number (323) 664 3560 Email: nicole@lehrerarchitects.com

☒ Federal I.D. No. ☐ Social Security No. ☐ Federal Non-Profit No. (Attach copy of IRS Section 501(c)(3) Non-Profit letter)

Please print Federal I.D., Social Security or Federal Non-Profit No: 95-4075174

TYPE OF OWNERSHIP (check all applicable)

☒ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ Franchise ☐ Limited Liability Company
☐ Other _____

TYPE OF BUSINESS (check all applicable)

☐ Manufacturer ☐ Distributor ☐ Construction Contractor ☒ Consultant ☐ Broker/Agent ☐ Vendor
☐ Other _____

PRODUCTS/SERVICES PROVIDED

Please review the attached Vendor Commodity Codes List and select the codes that apply to the type(s) of product(s) and/or service(s) provided by your company.

CODE	PRODUCT/SERVICE	CODE	PRODUCT/SERVICE
<u>PR.002</u>	<u>ARCHITECTS</u>		
<u>PR.003</u>	<u>ARCH'L DESIGN CONSULTANT</u>		

THE INFORMATION PROVIDED IS HEREBY TRUE AND ACCURATE BASED ON FACTS AVAILABLE AS OF THIS DATE.

Signature B. Knight Title DIRECTOR OF DESIGN Date 2/17/09

(Application is NOT valid unless signed and dated.)



COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES

VENDOR COMMODITY CODES

Please choose the appropriate Commodity Code (s) and enter on the
CDC Vendor Application under "Products/Services Provided."

Commodity types have been coded as follows:

CO - Contractors

SE - Services

SU - Supplies

EQ - Equipment

MA - Materials

PR - Professional Services/Consultants

In the case that the product and/or service that your company provides is not included on this list, please identify under the
"Code" section the commodity type as coded above and write in the description of your business.

SE.092	ACCOUNTING SERVICES	SE.116	CARPET DAMAGE RESTORATION	CO.007	DRYWALL CONTRACTOR
SE.001	ADVERTISING	SE.012	CAR WASHING / DETAILING	PR.017	ECONOMIC DEVELOPMENT CONSULTANT
SU.049	AIR CLEANER SUPPLIES	CO.004	CARPENTRY	CO.008	ELECTRICAL CONTRACTOR
SE.089	AIR CLEANING SERVICES	SE.013	CARPET / FLOOR CLEANING	PR.018	ELECTRICAL ENGINEER
EQ.001	AIR CONDITIONERS-EQUIPMENT	MA.003	CARPET, RUGS	SU.014	ELECTRICAL SUPPLIES
CO.001	AIR CONDITIONING CONTRACTOR	EQ.056	CASH REGISTERS	CO.009	ELEVATOR CONTRACTOR
PR.079	AIR QUALITY CONSULTANTS	SE.014	CATERING	SE.023	ELEVATOR MAINTENANCE SERVICE
SE.002	ALARMS/SECURITY	SE.015	CELLULAR PHONE SERVICE	SU.015	EMBROIDERED SHIRTS, ETC
SE.003	AMBULANCE SERVICES	EQ.008	CELLULAR PHONES	EQ.015	EMERGENCY EQUIPMENT
SE.099	ANSWERING SERVICES	EQ.057	CHEMICAL STORAGE UNITS	PR.058	ENERGY CONSERVATION CONSULTANT
SE.088	APARTMENT MANAGEMENT	EQ.009	CHILD CARE EQUIPMENT	PR.053	ENERGY CONSULTING
MA.024	APPLIANCE PARTS	CO.005	CIVIL ENGINEERING CONTRACTOR	CO.028	ENGINEERING CONTRACTOR A LICENSE
EQ.002	APPLIANCES	PR.009	CIVIL ENGINEERS	SE.024	ENVELOPE PRINTING
PR.082	APPRAISALS, EQUIPMENT	SE.016	COLLECTION SERVICES	SU.050	ENVELOPE SUPPLIER
PR.001	APPRAISALS, PROPERTY	PR.074	COLOR CODING SYSTEMS	PR.019	ENVIRONMENTAL ANALYSIS
PR.002	ARCHITECTS	EQ.010	COMMUNICATION SYSTEMS	PR.069	ENVIRONMENTAL WASTE CONTROL
PR.003	ARCHITECTURAL DESIGN CONSULTANT	PR.010	COMPUTER CONSULTING	EQ.016	EQUIPMENT RENTALS
PR.046	ASBESTOS CONSULTANT	SE.106	COMPUTER DISK DATA RECOVERY	SE.087	EQUIPMENT REPAIR
CO.002	ASBESTOS CONTRACTOR	SE.107	COMPUTER DRAFTING SERVICES	CO.010	EXCAVATING CONTRACTOR
SU.001	AUDIO TAPES	EQ.011	COMPUTER FURNITURE	SE.025	ESCROW SERVICES
EQ.003	AUDIOVISUAL EQUIPMENT	EQ.013	COMPUTER HARDWARE	SE.026	EVICITION SERVICES
SE.004	AUDIOVISUAL REPAIR	SE.017	COMPUTER MAINTENANCE / REPAIR	PR.083	EXPERT WITNESS SERVICES
SE.112	AUDIOVISUAL RENTAL	SU.011	COMPUTER PAPER	PR.020	FACILITIES MAINTENANCE
PR.005	AUDITING FINANCIAL	EQ.012	COMPUTER PRINTERS	PR.076	FACILITY MANAGEMENT SERVICE
EQ.050	AUTO EQUIPMENT	PR.063	COMPUTER PROGRAMMING	SU.016	FAX MACHINE SUPPLIES
SU.002	AUTO GLASS	SU.008	COMPUTER RIBBON SUPPLIER	EQ.017	FAX MACHINES
SU.003	AUTO PARTS	SU.009	COMPUTER SOFTWARE	CO.011	FENCING CONTRACTOR
SE.005	AUTO SERVICE	SU.010	COMPUTER SUPPLIES	MA.005	FIBERGLASS
EQ.004	AUTOMOBILES	PR.011	COMPUTER TRAINING	PR.070	FILE CONVERSION SERVICES
SU.004	AWARDS/TROPHIES	CO.006	CONCRETE / ASPHALT CONTRACTOR	PR.072	FILING SYSTEMS
MA.001	AWNINGS	PR.012	CONFERENCE / SEMINAR PLANNING	SE.027	FILM PROCESSING
SE.006	BACKFLOW DEVICE INSPECTION SVC	PR.065	CONFERENCE / MEETING LOCATION	PR.021	FINANCIAL CONSULTANT
PR.052	BANKING SERVICES	SE.115	CONSTRUCTION CHUTES SERVICES	SE.028	FIRE ALARM TESTING
SU.054	BANNERS	SE.086	CONSTRUCTION INSPECTION SERVICES	EQ.020	FIRE ALARMS
PR.073	BAR CODE SYSTEMS	PR.013	CONSTRUCTION MANAGEMENT	SE.029	FIRE EXTINGUISHER TESTING
CO.047	BATH REFINISHING	EQ.014	COPY MACHINE	EQ.018	FIRE EXTINGUISHERS
EQ.005	BICYCLE PARKING RACKS	PR.012	COPY MACHINE SUPPLIES	PR.022	FIRE PREVENTION
PR.006	BID BROKERS/BUSINESS DEVELOPMENT	SE.018	COPYING / INSTANT PRINTING	EQ.019	FIRE SPRINKLER SYSTEMS
SU.005	BINDERS	PR.014	CPR TRAINING	SU.017	FIRST AID SUPPLIES
SE.007	BINDERY SERVICES	SE.019	CREDIT INFORMATION SERVICES	CO.012	FLOOD CONTROL SYSTEMS / SEWER
SE.120	BIOHAZARD CLEAN-UP	SE.121	CRIME SCENE/TRAUMA CLEAN-UP SERVICES	MA.006	FLOOR COVERING
SE.008	BLUEPRINTING	SE.102	CUSTOM FURNITURE	CO.013	FLOORING CONTRACTOR
SU.006	BLUEPRINTING SUPPLIES	SE.020	DAY CARE SERVICES	SE.030	FLORISTS
CO.003	BOARD UP SERVICES	SU.013	DECALS, BUMPER STICKERS	EQ.021	FOLDING CHAIRS, TABLES
EQ.006	BOILERS	SE.119	DEMOLITION	SE.105	FOOD SERVICE SUPPLIES
PR.007	BOND COUNSEL	SE.021	DESK TOP PUBLISHING	CO.049	FOUNDATION / DRILLING CONTRACTOR
PR.057	BOND UNDERWRITING	PR.015	DEVELOPERS	CO.014	FRAMING CONTRACTOR
SU.007	BOXES (SHIPPING, STORAGE, GIFTS)	PR.016	DEVELOPMENT ENGINEERING	SE.031	FURNITURE REFINISHERS
MA.002	BUILDING MATERIALS	SE.022	DISASTER PLANNING SERVICE	EQ.022	FURNITURE, OFFICE
SE.009	BUSINESS CARD PRINTERS	EQ.060	DISPLAYS, TRADESHOW / CONFERENCE	MA.007	GARAGE / ROLL-UP DOORS
PR.008	BUSINESS VALUATIONS	SE.117	DOCUMENT IMAGING	MA.008	GARBAGE DISPOSALS
SE.010	BUSING	SE.108	DOCUMENT STORAGE	SU.048	GASOLINE
MA.025	CABINETS	MA.004	DOORS	CO.015	GENERAL CONSTRUCTION CONTRACTOR
SE.011	CABLE TV SERVICE	SU.043	DRAFTING SUPPLIES	CO.016	GENERAL CONTRACTORS B LICENSED
EQ.007	CALCULATORS / ADDING MACHINES	MA.023	DRINKING FOUNTAINS	PR.023	GENERAL DESIGN ENGINEERING

CO.045 GEOTECHNICAL ENGINEERING CONTR
 MA.009 GLASS SUPPLIES & FABRICATION
 SE.032 GRAFFITI REMOVAL
 SE.033 GRAPHIC DESIGNERS
 SU.018 GRAPHIC SUPPLIES
 EQ.055 HAND DRYERS
 MA.010 HARDWARE
 CO.017 HAULING
 PR.049 HAZARDOUS WASTE CONSULTANT
 CO.018 HAZARDOUS WASTE REMOVAL
 SE.034 HEALTH/FITNESS SERVICES
 SU.019 HEALTHCARE PRODUCTS
 CO.019 HEATING CONTRACTOR
 SE.118 HOUSING SERVICES
 EQ.051 HVAC EQUIPMENT
 MA.011 HVAC SUPPLIES
 EQ.023 INDUSTRIAL EQUIPMENT
 MA.021 INDUSTRIAL MATERIALS
 SU.047 INDUSTRIAL SUPPLIES
 SE.035 INSPECTION, PROPERTY
 CO.020 INSULATION
 SU.020 INSULATION SUPPLIES
 PR.024 INSURANCE
 MA.012 IRON
 CO.021 IRRIGATION CONTRACTORS
 SE.036 IRRIGATION SERVICES
 SU.021 IRRIGATION SUPPLIES
 CO.022 JANITORIAL CONTRACTORS
 SU.022 JANITORIAL SUPPLIES
 EQ.024 KITCHEN EQUIPMENT
 EQ.059 LABEL DISPENSERS
 SE.037 LAMINATION
 EQ.049 LAMPS
 PR.025 LANDSCAPE ARCHITECTURE
 CO.023 LANDSCAPE CONTRACTOR
 EQ.039 LANDSCAPE EQUIPMENT
 SE.038 LANDSCAPE MAINTENANCE
 SU.023 LANDSCAPE SUPPLIES
 PR.062 LANGUAGE CONSULTANT
 SE.039 LAUNDRY EQUIPMENT SERVICES
 PR.080 LEAD ABATEMENT CONSULTANT
 CO.050 LEAD ABATEMENT CONTRACTOR
 SE.040 LEAD-BASED PAINT TESTING
 PR.026 LEGAL SEC / COURT RECORDING
 PR.004 LEGAL SERVICES
 CO.048 LENNOX CONTRACTORS
 SU.024 LIGHTING SUPPLIES
 SE.114 LINEN CHUTES SERVICES
 SU.044 LOCKS
 SE.082 LOCKSMITH
 SE.041 LOT CLEAN-UP
 PR.027 LOW / MOD INCOME HOUSING DEVELOP
 MA.013 LUMBER
 SE.080 MACHINING
 EQ.047 MAILING EQUIPMENT
 SE.042 MAILING SERVICES
 SU.025 MAILING SUPPLIES
 PR.050 MANAGEMENT CONSULTING
 PR.066 MANUFACTURED HOUSING
 PR.047 MARKETING
 CO.024 MASONRY CONTRACTOR
 PR.056 MECHANICAL ENGINEERING
 CO.046 MECHANICAL ENGINEERING CONTRACTOR
 PR.081 MEDIATION/ARBITRATION SERVICES
 SU.026 MEDICAL SUPPLIES
 PR.029 MENTAL HEALTH COUNSELING
 SE.043 MESSENGER SERVICES
 MA.014 METAL SHELVING
 SU.027 MICROFICHE SUPPLIES
 EQ.025 MICROFILM EQUIPMENT
 SE.044 MICROFILM SERVICE
 SE.045 MOVING COMPANIES
 SE.094 MWBE AGENCIES
 SE.084 NEWSPAPER CLIPPINGS SERVICES
 EQ.052 OFFICE EQUIPMENT

SE.090 OFFICE EQUIPMENT MAINTENANCE
 SU.028 OFFICE SUPPLIES
 PR.071 OPTICAL IMAGING
 EQ.027 OUTDOOR FURNITURE
 EQ.026 OUTDOOR POWER EQUIPMENT
 EQ.028 PAGERS & PAGING SYSTEMS
 MA.015 PAINT
 SE.046 PAINT / BODY AUTO
 CO.025 PAINTING CONTRACTOR
 SU.055 PAINTING SUPPLIES
 CO.026 PAPER
 SE.047 PAPER RECYCLING
 PR.068 PARALEGAL
 PR.054 PARKING CONSULTANT
 SE.048 PARKING LOT STRIPING
 EQ.029 PARTITIONS
 SU.029 PARTY RENTALS / SUPPLIES
 CO.027 PAVING CONTRACTOR
 PR.030 PERSONNEL DEVELOPMENT CONSULTANT
 SE.049 PEST & TERMITE CONTROL
 SE.091 PHARMACEUTICAL SERVICES
 SU.030 PHOTO EQUIPMENT & SUPPLY
 EQ.053 PHOTO ID EQUIPMENT
 EQ.030 PHOTOCOPIERS
 EQ.054 PHOTOGRAPHIC EQUIPMENT
 SU.046 PHOTOGRAPHIC SUPPLIES
 SE.050 PHOTOGRAPHY
 PR.031 PHYSICAL EXAMS
 SE.085 PICTURE FRAMING SERVICES
 CO.030 PIPELINES / SEWERS CONTRACTOR
 PR.032 PLANNING LAND USE
 MA.016 PLANT & TREE NURSERY
 CO.031 PLUMBING CONTRACTOR
 SU.031 PLUMBING SUPPLIES
 SU.041 POLICE / SECURITY PRODUCTS
 EQ.031 PORTABLE STORAGE / OFFICES
 SE.078 PORTABLE TOILET RENTAL
 EQ.032 POSTAL EQUIPMENT
 SE.051 PRESORT MAIL SERVICES
 SE.123 PRESSURE WASHING
 EQ.033 PRINTING EQUIPMENT
 SE.052 PRINTING SERVICES
 SU.032 PRINTING SUPPLIES
 PR.033 PRIVATE INVESTIGATIONS
 SU.033 PROMOTIONAL ITEMS
 PR.034 PROPERTY MANAGEMENT
 PR.059 PUBLIC RELATIONS
 PR.055 PUBLIC RELATIONS CONSULTING
 MA.022 PUBLICATIONS
 SE.124 RAIN GUTTER CLEANING
 SU.034 RAINGUTTER SUPPLIES
 PR.035 REAL ESTATE BROKERS
 PR.064 REAL ESTATE LIEN SERVICE
 SE.083 REAL ESTATE SERVICES
 SE.054 RECORDS DESTRUCTION SERVICE
 PR.036 RECORDS MANAGEMENT CONSULTING
 PR.075 RECORDS RETENTION
 SE.053 RECORDS STORAGE
 SU.045 RECORDS STORAGE SUPPLIES
 EQ.034 RECREATIONAL EQUIPMENT
 SE.097 RECYCLING SERVICES
 PR.060 REDEVELOPMENT CONSULTANT
 CO.032 REFRIGERATION
 CO.033 REFUSE REMOVAL
 SE.055 REHABILITATION SERVICES
 PR.037 RELOCATION ASSISTANCE
 SE.110 REMANUFACTURING TONER CARTRIDGES
 CO.034 REMODELING CONTRACTORS
 SE.056 REUPHOLSTERY / REFINISHING
 CO.035 ROOFING CONTRACTOR
 SU.035 ROOFING SUPPLIES
 SU.036 RUBBER STAMPS
 PR.048 SAFETY CONSULTANT
 EQ.035 SAFETY EQUIPMENT
 SU.037 SAFETY SUPPLIES

SE.103 SANDBLASTING / HYDROBLASTING
 PR.051 SECURITY CONSULTING
 SE.057 SECURITY GUARDS
 SE.058 SECURITY SERVICES
 SE.081 SEISMIC CONSULTANTS
 EQ.036 SEWER CLEANING EQUIPMENT
 SE.059 SEWER / DRAIN CLEANING
 CO.036 SHEET METAL CONTRACTOR
 SU.038 SIGNS
 SE.060 SILKSCREENING
 SU.053 SMOKE DETECTORS
 CO.037 SOILS TESTING / ENGINEERING
 PR.038 SOLAR CONSULTANT
 EQ.037 SOLAR EQUIPMENT
 PR.039 SPACE PLANNING CONSULTANT
 SU.039 SPORTING GOODS
 PR.067 STOCKBROKER
 SU.052 STOVE PARTS / SUPPLIES
 PR.040 STRUCTURAL ENGINEERING
 MA.017 STRUCTURAL STEEL
 CO.038 SURVEYING, CONSTRUCTION
 EQ.058 TDDS
 PR.041 TECHNICAL WRITING
 SE.098 TELECOMMUNICATION SERVICES
 EQ.038 TELEPHONE EQUIPMENT
 SE.061 TEMPORARY EMPLOYMENT AGENCIES
 CO.039 TILE CONTRACTOR
 SE.062 TIME / ALARM CLOCK MAINTENANCE
 EQ.048 TIME / ALARM CLOCKS
 MA.018 TIRES
 MA.019 TOOLS
 SE.063 TOWING
 PR.042 TRAFFIC ENGINEERING
 PR.043 TRAINING
 SE.064 TRANSLATION SERVICES
 SE.113 TRASH CHUTES SERVICES
 SE.065 TRAVEL AGENCY SERVICES
 SE.066 TREE TRIMMING & REMOVAL
 SE.101 TRUCKING
 SE.093 TRUCKING SERVICES
 EQ.040 TRUCKS
 EQ.041 TV / ANTENNAS
 SE.067 TYPESETTING
 SE.068 TYPEWRITER MAINTENANCE
 EO.042 TYPEWRITERS
 SE.079 UNDERGROUND TANK MANAGEMENT
 CO.040 UNDERGROUND TANKS
 SE.069 UNIFORMS
 SE.070 UPHOLSTERERS
 SE.072 UPHOLSTERY, AUTO
 SE.071 UPHOLSTERY / DRAPERY CLEANING
 PR.044 URBAN DESIGN
 SE.073 VACANT UNIT PREPARATION
 EQ.043 VACUUM CLEANERS
 SU.040 VEHICLE PARTS
 SE.075 VEHICLE RENTAL
 EQ.044 VEHICLE SALES
 SE.074 VEHICLE SERVICE
 EQ.045 VIDEO EQUIPMENT
 SE.076 VIDEO PRODUCTION
 SE.111 VIDEO TAPE DUPLICATION
 PR.077 WAGE PREVALENCE COMPLIANCE
 PR.061 WASTE MANAGEMENT CONSULTING
 PR.045 WASTE MANAGEMENT ENGINEERING
 SU.051 WATER PURIFICATIONS
 SE.104 WATER, BOTTLED
 CO.041 WATERPROOFING CONTRACTOR
 CO.042 WELDING CONTRACTOR
 EQ.046 WELDING EQUIPMENT
 SU.042 WINDOW COVERINGS
 SE.122 WINDOW REPAIR
 SE.077 WINDOW WASHING
 MA.020 WINDOWS
 SE.096 WORD PROCESSING
 CO.043 WRECKING
 CO.044 WROUGHT IRON CONTRACTOR

ATTACHMENT D

**REQUIRED CONTRACT
NOTICES**

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fundraising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A bidder/proposer on Commission and/or Housing Authority contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

RESOURCES

The following resource references are offered to assist bidders/proposers who engage in charitable contributions activities, however, each bidder/proposer is responsible to research and determine its own legal obligations and properly complete the Charitable Contributions Certification form.

In California, supervision of charities is the responsibility of the Attorney General, whose website, <http://caag.state.ca.us/>, contains much information helpful to regulated charitable organizations.

1. LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://caag.state.ca.us/charities/statutes.htm>.

2. SUPPORT FOR NONPROFIT ORGANIZATIONS

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the *Center for Nonprofit Management*, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 <http://www.cnmsocal.org/>, and statewide, the *California Association of Nonprofits*, <http://www.canonprofits.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

The above information, including the organizations listed, is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the Commission of such organizations.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2004)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

What's New. Workers cannot claim the EIC if their 2004 investment income (such as interest and dividends) is over \$2,650.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2004 are less than \$35,458 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2005.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS website at www.irs.gov.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2004 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2004 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2004 and owes no tax but is eligible for a credit of \$791, he or she must file a 2004 tax return to get the \$791 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2005 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Notice 1015
(Rev. 12-2004)

No shame.

No blame.

No names.

Newborns can be safely given up

at any Los Angeles County

hospital emergency room or fire station.



In Los Angeles County

1-877-BABY SAFE

1-877-222-9723

www.babysafela.org



State of California
Governor

Health and Human Services Agency
County Secretary

Department of Social Services
Director



Los Angeles County Board of Supervisors

County Supervisor, First District

Yvonne Burke, Supervisor, Second District

Zedillo, Supervisor, Third District

County Supervisor, Fourth District

Michael J. Donovick, Supervisor, Fifth District

This initiative is also supported by the 5 LA and INFO LINE of Los Angeles.

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.

Sin pena. Sin culpa. Sin peligro.

**Los recién nacidos pueden ser entregados
en forma segura en la sala de emergencia de
cualquier hospital o en un cuartel de bomberos
del Condado de Los Angeles.**



En el Condado de Los Angeles:

1-877-BABY SAFE

1-877-222-9723

www.babysafe-la.org



Estado de California
Gray Davis, Gobernador

Agencia de Salud y Servicios Humanos
(Health and Human Services Agency)
Craig and Johnson, Secretario

Departamento de Servicios Sociales
(Department of Social Services)
Rita Esenz, Directora



Consejo de Supervisores del Condado de Los Angeles

Gloria Molina, Supervisora, Primer Distrito

Wonne Brown-Walters Burke, Supervisora, Segundo Distrito

Zoltan Slavsky, Supervisor, Tercer Distrito

Doreen Grabe, Supervisora, Cuarto Distrito

Michael Anisovich, Supervisor, Quinto Distrito

Esta iniciativa tambien esta apoyada por First 5 LA y INFO LINE de Los Angeles.

¿Qué es la Ley de Entrega de Bebés Sin Peligro?

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura, dentro de los tres días del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden empezar el proceso de redamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles, al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

¿Los padres deben llamar antes de llevar al bebé?

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

¿Es necesario que el padre/madre diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

¿Qué ocurrirá con el bebé?

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

¿Qué pasará con el padre/madre?

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

¿Por qué California hace esto?

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

Historia de un bebé

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

**Cada recién nacido merece una
oportunidad de tener una vida saludable.
Si alguien que usted conoce está pensando
en abandonar a un recién nacido, infórmele
qué otras opciones tiene.**

Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarles a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.